Horse Show
for
Windows

Version 8.5x

Horse Show Management Software

Software Manual

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Introduction

Welcome to Horse Show for Windows! This program was designed specifically to meet the needs of Horse Show Secretaries and Management personnel.

If questions or problems arise during the installation process, please be sure to check the *Technical Support* section at the end of this manual for answers to common installation problems.

For questions unanswered in this manual or on our web site, call us at (877) 464-8282 for assistance.

We are confident this software will meet your needs and help you to process your horse show data easily and efficiently.

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About the Manual

This manual is designed to provide the information needed to setup, learn, and use your Horse Show for Windows software.

The manual is laid out in three basic sections:

1. Installation and general usage
2. Show setup and use
3. Reference

The manual also contains answers to common questions about the installation, setup, and use of the software. Keep this manual in a safe place, ready for handy reference when questions about the horse show program arise.

Hardware Requirements

A 32-bit or 64-bit Microsoft Operating System is required to run Horse Show for Windows (Windows NT Workstation v4.0 or v5.0, Windows 2000, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 11).

A CD ROM Drive is required for installation unless you are connected to the internet. A mouse or other pointing device is also helpful to use the software, but you can use just the keyboard to get around.

PCs should have at least 32 megabytes RAM installed. 64 megabytes of RAM is recommended.

This software was initially designed using a 256 color VGA display (640 x 480 resolution). A display adapter and monitor combination capable of running at least 800 x 600 x 256-color resolution is recommended; screens may look slightly different at different display settings.

A Windows printer is required for printing reports and address labels. Any printer can be used. Some Brother printers have had incompatibility issues – make sure you keep current on printer drivers.

Access to the Internet from at least one PC running the Horse Show software is also recommended for downloading and installing updates as well as sending roster/results information to the national associations or local groups.

The horse show software uses a Microsoft Access format database to store information and a minimum of v2.70 of Microsoft's ADO for storing and retrieving records from the database. Minimum hard disk space requirements are 100 megabytes free disk space.

A way to back up your horse show data, such as CD burner, tape, Zip, or Jaz drive or similar removable magnetic media storage, is strongly recommended.

Recommended Training

Users should have experience with Windows prior to installing the software. Familiarity with Microsoft Windows terms will be helpful in understanding this manual.

Experience and understanding of how to backup data from a hard drive is extremely important.

Experience printing from Windows applications is a plus. Users who are familiar with their printer will have fewer problems when printing.

Copyright Laws

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Additional copies of this manual are available for a modest charge from FunnWare. Contact us for more information.

This software is licensed for use, not sold. FunnWare Development grants registered users a license to use the software. Please be sure to read and understand the terms set forth in the FunnWare Development, LLC Licensing Agreement and the FunnWare Development, LLC Limited Warranty (both documents included separately with the software).

Please refer interested parties to our web site at www.funnware.com for current news and ordering information regarding Horse Show for Windows.

Installation

The full version of the Horse Show software is shipped on CD-ROM or can be downloaded from our website: www.funnware.com.

After installing the software on your computer, further set up will be required. See ***Getting Started*** for more information.

> **Horse Show for Windows can be installed on an existing network for multi-user access. Support of your local network is the responsibility of the user.**

Installing Software

Main Application Installation

1. Close all open applications, including the Microsoft Office toolbar (if applicable).
2. Insert the Horse Show CD in the CD ROM drive.
3. If a folder with the Setup file doesn't open on its own, click Start, select Run... and in the Open box, enter the path to the CD ROM Drive followed by 'SETUP' (i.e. 'D:\SETUP').
4. Double click the Setup file in the folder or click the OK button in the Run… box to start the installation.

Horse Show for Windows setup will start. The destination directory default is C:\HrsWin but you may click Browse to choose another location. Make sure to note where you have installed the software if you don't use the default location. Reports and the database are generally stored in the same location as the application. Follow the steps within the installer. After installation of the main system completes, remove the CD and store it in a safe place.

Installation of FWServices for Mobile Tools

All four FWServices are installed along with the main application. These services run in the background.

*   FWShowServer – enables communication between tablets/FastAnnounce to HSW database
*   FWTrackerFeeder – enables communication between HSW database and Horse Show Tracker
*   FWFastAnnounce – browser-based screen used by announcer/judge monitor (can be used through laptop or tablet connected wirelessly to the network – on port 5000; an icon is created on the desktop of the main computer)

- FWMonitor – browser-based screen used by office staff (can be used through laptop or tablet connected wirelessly to the network – on port 7000; an icon is created on the desktop of the main computer)

Installation of FW Show Helper

The Android tablet app is installed by opening a browser on the tablet, navigating to the Download Mobile Tools page of funnware.com, and tapping the FW Show Helper app link.

Installation of an Update

If you are installing an update, you will follow the same steps as above and continue to use your software as you did before.

Placement of the Horse Show for Windows database

The Horse Show system uses a Microsoft Access database to store information. A blank default database will automatically be generated, upon initial use of the software, in the same directory that the Horse Show application is installed. The database can be moved anywhere on the user's PC or on a Network share or resource, but for most users, it makes sense to keep the Horse Show database in the same folder that the Horse Show application resides. The software will, by design, open a database that sits in the same directory as the application. If you will be using more than one database with the software, you can create folders for each one under the main HrsWin folder and move them into those folders leaving no database in the HrsWin directory. With no database in the application folder, you will be prompted to generate a new database or browse for the one you want to use.

If the database is to be placed in a location other than the Horse Show application, you should create any folders or network shares *__before__* launching Horse Show for the first time.

Networking Horse Show for Windows

FunnWare does not support the actual network of your computers (hooking the computers together) although there are some hints in the FAQ section in how to go about setting one up.

Once your network is up and running, using HSW across all computers is not complex. Horse Show for Windows needs only be installed on the 'server' - this does not mean you need to have a dedicated server – just that a computer will be selected as the main one. Share the directory on the 'server' to allow other computers (Everyone) within the network full read/write access. You will run the program through the 'shared' directory on the 'server'.

You can generate a shortcut on the desktop of the additional computer(s) by right clicking on the desktop, selecting New | Shortcut and browsing through the network for the shared application folder – the application file is hshow.exe.

For speed performance, no more than four (4) computers should be within your network.

Wireless networks are NOT recommended as they are not stable for database connections using Microsoft Access. Corruption of the database is likely and will require repair.

There are several videos posted on YouTube (search for 'HSW tips' or check out the FAQ's page on our website for the links) that walk through the process of sharing the main folder and generating a shortcut on any additional computers.

Usage of Mobile Tools

FunnWare has developed a set of mobile tools to help with accuracy and speed of the show.

- Show Helper is an android tablet app for both judging and gatekeeping;
- FastAnnounce for the announcer to announce results quickly;
- Horse Show Tracker for exhibitors, trainers and spectators to track information about the show.

Using the mobile tools requires setting up a network of devices and consequently has more steps than just running the simple application. Following the steps presented below, if a WIFI network is already in place, anyone can set up the system of devices needed to run the mobile tools along with Horse Show for Windows. As with anything involving computers, it just goes a bit faster if you are comfortable with them.

The steps can be summarized as follows:

1. Setup a WIFI network (see below for tips).
2. Identify a single computer as main server to store the horse show database (show.mdb file) and to run the background services necessary to use Show Helper (tablets), Horse Show Tracker, and/or FastAnnounce.
3. Make sure your show.mdb database file is on the main server computer (it will be there by default).
4. Make sure you are running the most current version of HSW and the FWServices. They are installed all together. **Note: For reliability reasons, the show services will run even if no one is using Horse Show for Windows.**
5. When setting up your event, to simplify tablet usability, avoid data entry mistakes and making the Horse Show Tracker app work best, make sure:
   a. the Short Label of each show in your circuit is unique and meaningful (S/C 1 & S/C 2 or #1 & #2 & SE) as each class includes the short label so that classes that are held more than once during your event are easily identifiable on the tablets and Tracker,
   b. each class is assigned the actual date it is held,
   c. the correct show ring location is assigned to each class, and
   d. sequentially assign a class order sequence to the classes held at that location on that date (actual order in the Go)

   None of this is required but it makes your data entry and exhibitor experience a lot better!

6. Go into Horse Show for Windows and enable which classes the tablets can access (F6 – Enable tablets).
7. Install the tablet app on each of your Android tablets.
8. Point each tablet app to the main server computer via the IP address
9. Pull up FastAnnounce from a networked computer or tablet at IP address:5000

If you follow the steps, the mobile tools will work! If they are not working, 9 times out of 10 it's a networking problem or the servers are not running.

If you have any problems, there is a very methodical set of troubleshooting steps available to help you diagnose the problem in the online documentation on the Downloads Mobile Tools page of our website.

Setup a WIFI Network to use Mobile Tools

Setting up a WIFI network is beyond the scope of this document but we can make a few recommendations to your network administrator. FunnWare does not care how you setup the network, as long as it works!

WIFI networks can be turnkey and quickly come up running or not. If yours does not and you do not have access to a network expert, Field Nation (fieldnation.com) is a company that can connect you with someone in your area.

Recommendations:

1. All main computers (not tablets) that do a lot of writing to the database should not go on WIFI and should be directly hard wired. Read only usage and occasional writes should work fine.

2. 5G is better in noisy environments, 2.4 G is better when obstacles and distance are the challenge.

3. **Do not share the judging tablets intranet or WIFI channel with the public!!! Keep the passwords secure.**

4. We recommend you download the Wifi Analyzer tool on your android tablet to ensure there is not too much noise on your selected channel.

5. Usually, computers will use the same IP address each time the computer restarts but not always. You can set your computer's IP address to static so that you are assured it stays the same and you will not have to change your tablets.

6. While not usually required, you can assign the static IP address of the main server computer within your LAN router.

7. Please test that the tablets are properly networked using a ping android app.

For larger events and facilities where you are unsure of your WIFI effectiveness, there is a free tool called NetSpot which can be downloaded at netspotapp.com It's a FREE Wi-Fi analyzer. No need to be a network expert.

Getting Started

Important things to know as you get started using Horse Show for Windows:

Date/Number/Currency Format

Within Windows, your date format should be set correctly to allow Horse Show to properly deal with Year 2000 dates. All dates in your system must be displayed with the 'yyyy' format using a 4 digit year. In Windows, this setting is user-selectable (see below for changing this setting). The default short date style for most Windows operating systems is 'm/d/yy'. The program will remind you to change the format if it detects the incorrect setting.

Changing date format in Windows

Click on the Start button and then type Control Panel. Double click on the Regional Settings icon. For Windows98 users, the Regional Settings Properties window will be displayed. For Windows XP or 2000, select Customize from the Regional Settings windows. For Windows Vista and 7, select Clock, Language, and Region, click on Change the time, date, or number format and then click the Additional settings button. For all, click on the Date tab at the top of the window. For Windows 10 and 11, click Region.

In the Short Date Style field, pull down on the list and select the 'mm/dd/yyyy' format.

Click on the OK button. Close the Control Panel window and return to the Windows desktop.

International Users

If you are an international user and your date format is different from above, please let FunnWare Development know the format that you use when purchasing. The correct license information can be given to keep the system in the date format that you require. Among the options that we have available are dd.mm.yyyy, dd-mm-yyyy, or dd/mm/yyyy

Numbers and currency are also set differently for overseas users and can be adjusted on the Numbers and Currency tabs in the same area as the date. With HSW, you can use your own currency symbol, but you do need to have the decimal place character set to a dot (period), the digit grouping symbol set to a comma, and the currency symbol in front of the amount.

Launching Horse Show for Windows

After completing the procedures of installation, Horse Show for Windows is ready to launch. An icon has been placed on your desktop (HSW) for use or you can click on the Start button, select All Programs, select the Horse Show for Windows folder, and select the Horse Show for Windows shortcut. The icon will require Administrator access so you will be required to give that permission.

Serialization

Without a validation code, Horse Show for Windows will run in demonstration mode. All features of HSW will work, however the program will run for a 30-day trial period with a maximum of 50 horses. Follow the instructions on the Licensing screen to set up the Demonstration Version of the program.

Serializing your Horse Show software

After purchasing Horse Show for Windows, FunnWare Development will provide you a Licensee Name, an update service expiration date, a serial number and your validation code. FunnWare Development will also include the options that need to be checked according to those modules purchased. Have this information available at the time you are serializing this product.

To serialize your software after first using it in Demonstration Mode, choose Utilities (press U) from the Main Menu and select Serialize (press the letter W) from the sub-menu.

The Licensee Name and the expiration date of your system need to be entered along with checking the modules that have been purchased with the software. Click on the Serialize button.

You will then be prompted to input the serial number and registration codes that were issued. Be sure to enter this information EXACTLY as shown. If any information is entered incorrectly, it will not serialize. If for any reason the program does not serialize, double check all fields with the serialization sheet. The date format of your computer needs to match as well. If problems still arise, call the FunnWare Development support line at (877) 464-8282.

Creating the Database

After completing serialization, you will be prompted to create a new database. Default information (some national association's basic information, class codes, etc.) will be included in the newly formed structure.

Entering a Password

After the database has been created, you will be prompted for a password. The password when first launching Horse Show is **'super'**. Type in the password and press Enter. This gives the first person to login a supervisory security level, with full access to all modules purchased by this user. To change the password or add new users with different passwords, see below. To continue using the program, click OK or press Enter again.

Changing Passwords

After you enter the initial password, you are given the ability to edit or add users; click on 'Password'. At this point, you can add new login/passwords to get into Horse Show for Windows. Be sure and use a word you will not forget, or you will not be able to get back into the program. It is recommended that you leave the 'super' password in case you forget any additional ones you have created.

Security Levels

Horse Show for Windows allows users to have different types of access to the program. This is useful when setting the system up in a network environment: the supervisor has access to all parts of the program; office staff have the ability to do entries and make changes when needed; exhibitors can be allowed to view reports and standings at a standalone machine already logged in with a security level of 1.

Only those with security levels of 9 are allowed to add users, change System Preferences, delete Master Shows and certain charges. Users must have a security level of 5 or above to be allowed to edit information. If you have users that are only permitted to look up information, give them security levels below 5.

Things to Verify Before Setting Up Your First Show

Before using the Horse Show software, there are a few things within the program that are needed for smooth sailing.

Check System Preferences

Make sure to check that all the values in System Preferences are set correctly. Some functions in Horse Show for Windows rely on these values to pull up information. It will make the entry process smoother and eliminate unnecessary errors if these values are set correctly.

Look at **Maintain System Preferences** under the **Utilities Menu** chapter for more information on each value.

Correct Association Information

Maintain Associations under the Utilities Menu keeps track of all the associations and information needed for each one. You should check that your association is listed and that all values are correct. If your association is not listed, add it, along with all information needed.

See **Maintain Associations** in the **Utilities Menu** chapter which outlines each area required.

Fee Types, Payback and Points Models

In order to include class, horse, and show fees, all Fee Types must first be defined under the Financial menu.

If you are using the business package and calculating paybacks, your payout models should be set up first.

Circuit points cannot be awarded without the proper points model created and certain classes may need different points models.

See each individual section of the manual on how to set up your fees and models.

Class Codes and Class Fees

Horse Show for Windows is shipped with records for classes approved by many associations. Make sure that the classes you will hold are listed in this file. Any non-approved class will have to be added by you (an Approving Association is also needed; see Maintain Associations first).

If you expect all the fees to the same for all the shows you are creating, you can add your fees to the definition of each class and there will be less setup for each show along the way. All fees added in the class section will be carried over when entering that class to the showbill. Amounts can still be changed in the individual shows; this area would hold the default amount.

See **Classes** to input new ones, change a points model, or add fees.

General Usage

Using the Keyboard and/or Mouse

Horse Show for Windows can be operated with a combination of keyboard and mouse or only the keyboard.

Any menu choice or button can be accessed by pressing the Alt key and the underlined letter that is on the option you want to use.

To move through fields on a screen, you can use the Enter or Tab key. Pressing the Shift and the Tab key simultaneously will take you back to the previous field.

As you progress through an editable screen, you 'set focus' to each edit control. Check boxes can be 'checked' by pressing the space bar while it is focused. Radio buttons are selected by using the arrow keys through their panel. Grids are accessed with the arrow keys (to move up and down) and the Enter key (to select the highlighted record).

F2 is an edit key that can be used when you are in a horse or person name field. Pressing this key will take you to the Horse or People Information screen to add or change any information on the horse/person you are working with. This saves time on data entry, so you don't have to exit out of one area to go to another.

The Escape key is used to exit different areas of a screen or to exit a screen all together.
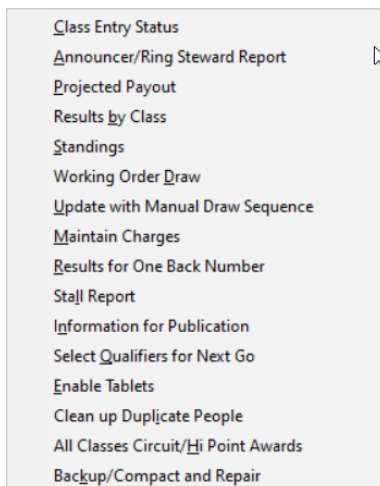
Class Entry Status
Announcer/Ring Steward Report
Projected Payout
Results by Class
Standings
Working Order Draw
Update with Manual Draw Sequence
Maintain Charges
Results for One Back Number
Stall Report
Information for Publication
Select Qualifiers for Next Go
Enable Tablets
Clean up Duplicate People
All Classes Circuit/Hi Point Awards
Backup/Compact and Repair

F6 is a 'hot key'
F6 can be used anywhere in the system to pull up a separate menu for many functions that are used regularly.

Entering and Searching for People

By Name

All fields that may contain personal names are 'flipname' fields. To facilitate finding names and sorting by last name, you should enter all names with the last name first, followed by a semicolon (;), followed by the first name and middle name or initial. When printing reports or displaying information on the screen, the name will be 'flipped' around the semicolon and displayed as first middle last.

Suffixes, such as "Jr", "DVM", "III", etc., should be entered after the last name and before the semicolon. Prefixes, such as "Dr.", "Rev.", etc., should be entered just after the semicolon and before the first name. Example: "Dr. William Smith III" would be entered as "Smith III; Dr. William". For ease in locating names later, it is suggested that you avoid prefixes if possible. Company or farm names should be entered normally.

As you type a name into a field, the software automatically 'finds' the person you are entering. You will see personal information come up in the drop-down box of the field. If this information matches the person you are looking for, press Enter to complete their name. If there is not a match, continue typing the letters until you find the correct person or are prompted to add a new one in the system.

NOTE: Some organizations require names to be submitted in all upper case, last name first and without a semicolon, all disk files created are automatically converted from flipname to the proper format.

By Association Number

You can also search by association number by first typing an @ sign and then the number.

Searching for Horses

By Name

Type the horse's name and you will be given all horses in the system that match what you are typing.

By Association Number

First type the @ sign and then the registration number of the horse and the system will search by license number.

Class Association/Codes

Because Horse Show for Windows allows for multiple associations and different associations may have the same class codes, each time you enter a class (as in the showbill) you will first enter the association affiliated with that class and then the class code.

Printing Reports

After you have selected a report to print, you'll usually have a 'restriction' box displayed. This allows reports to be printed as close to your specifications as possible.

On each restriction box, you will notice a Preview check box. Keeping this box checked will show the report on the screen for your review before printing.

The Print Setup button allows you to change the printer or its properties before printing. Horse Show for Windows requires a default Windows printer and automatically uses that printer.

During the generation of a report, a progress bar will be displayed along with a Cancel button. You can cancel your printout at any time. There are several options available as you cancel a report: discard the report entirely, retain the part of the report that has already been generated, or continue creating it. This gives you much flexibility in case your reports are long, and you just want to verify some information.

If you are previewing the report on the screen, you are able to scan through all the pages with the menu bar at the top. When you are ready to print, click the printer button. You can print the entire document, the current page, or a range of pages. Choose Close to return to the restriction box.

Several reports give you the option of exporting to PDF (Portable Document Format), RTF (Rich Text Format), Excel (spreadsheet) or HTML (web). These extras allow you to post reports to your website or email to national and local organizations or your publisher.

Main Menu

The Main Menu is designed as an easy-to-follow system for all horse show users.

Above your Licensee name, you'll be able to tell which version of the Horse Show program you are running. This information is necessary when calling for technical support. You'll also notice that certain menu choices are disabled throughout the program. These are 'grayed out' based on records in the database or modules that have not yet been purchased. Example: Without show information, you are unable to access the parts of the program that require a 'working show' to be selected.
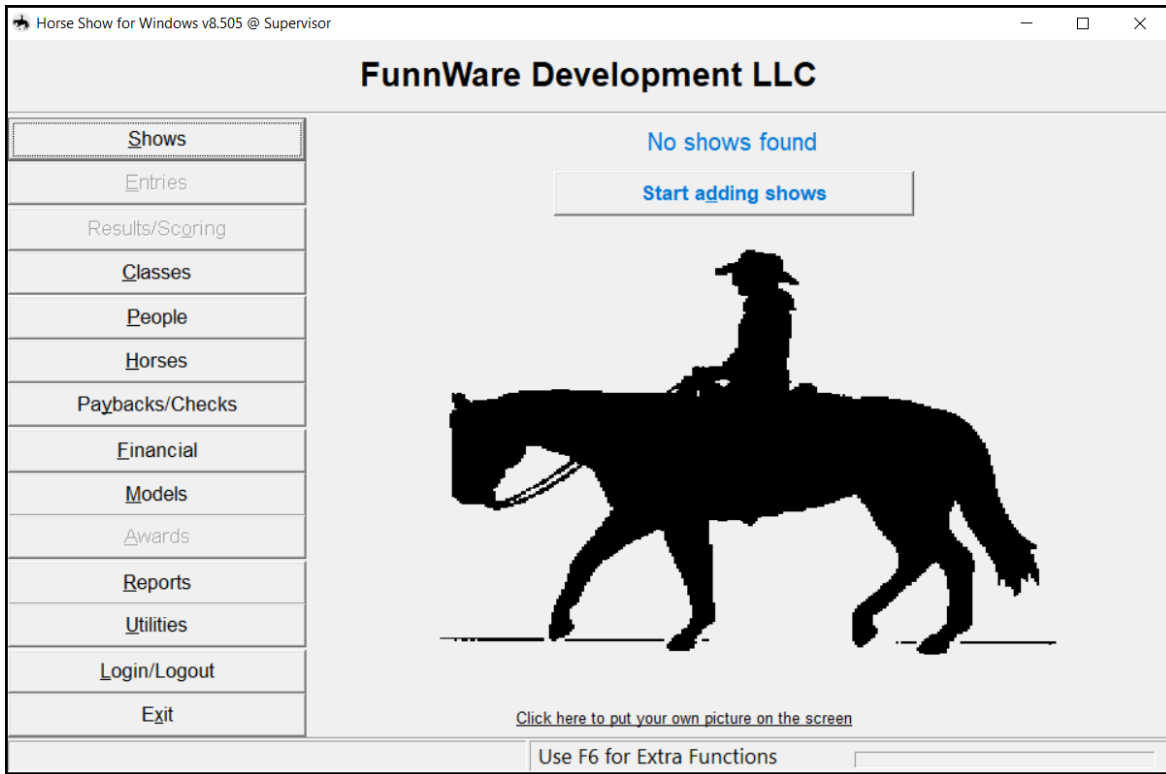
After exiting out of any menu option, you will be returned to the Main Menu.

Basic Usage of HSW for a Show

This section describes the basic usage of Horse Show for Windows for a show. It provides some step-by step instructions on setting up a show but further use of the manual (sections included in parenthesis) will show more specific information for each of those functions needed.

Checks to do before creating the show

Verify that all Approving Associations used for your shows are included in the database.

1. Modify existing association, if needed (Utilities | Maintain Associations).
2. Add new associations, if needed (Utilities | Maintain Associations).

Verify that all Fee Types used in your shows are included in the database.

1. Modify existing fee types, if needed (Financial | FeeTypes).
2. Add new fee types, if needed (Financial | FeeTypes)

Verify that all classes used in your shows are included in the database.

1. Modify existing classes, if needed (Classes).
2. Add new classes, if needed (Classes).
3. Add fees to classes that will be used in your show.

Setup any customized Points models for Hi-Point/Circuit Awards

1. Utilize existing models, if possible (Models | Points Models).
2. Add new model(s), if needed (Models | Points Models).

Setup any customized Payout models for paybacks

1. Utilize existing models, if possible (Models | Payback Models).
2. Add new model(s), if needed (Models | Payback Models).

Update System Preferences to allow for your particular usage during your shows

1. Set default information to start with (Utilities | Maintain System Preferences – top section).

2. Set program usage preferences (Utilities | Maintain System Preferences – checkboxes in middle/left section).

Create show(s)

All shows are created from the Shows area. There is a wizard to guide you through the process if necessary.

1. ***Single Judged Show***

   A. Only one master show is needed.

      i. The Show ID and Mastershow # should be the same (as given by approving association).

      ii. Enter Manager, Show Name, Dates, and Location (location is optional).

      iii. First Show in Circuit field is **ALWAYS** the Mastershow # of the show held first.

      iv. Add Circuit Points model, if needed.

      v. Enter Approving Association for overall show.

      vi. Fee multiplier will most likely be 1 as all fees will be singly charged.

      vii. Start adding classes under show.

         1. Showbill numbers will be generated automatically but can be overwritten.

         2. Include Approving Association of the class being entered.

         3. Enter the class code from approving association.

         4. The Approved by field is used when multiple associations approve the same class and when you want the correct association number to be used for the horse/rider. Associations will be searched for in order of listing.

      viii. Enter all Gos under classes.

         1. Default of first Go (1) will always come up. Every class MUST have at least one Go.

         2. The date noted here is used as check box during entry process. The default date is the starting date of the show but it can be changed, if needed.

3. Generally, information can be left as default.
4. Exceptions to default Go Information.

   a. If you are running classes concurrently, you will need to make sure that all the classes held together have the first class listed in the showbill in the Held With fields. These fields use the approving association of the class along with the class code NOT the showbill number.

   b. If you are using our Mobile tools (FastAnnounce, the judging/gate keeping Android app and/or Horse Show Tracker), change the location from Main Arena to the correct location as well as the Actual Order the class will be held for that location.

   c. A payout model will need to be included if you plan to use the program to figure paybacks. Model information can be created/modified from the Models | Payout Model section. **You need a payout model attached to each Go even if you have multiple Gos where you are not paying back under every Go** (use the % paid to each Go to tell which Go pays which amount of the purse).

5. Multiple Gos may be run under the same class.

   a. Possible Gos consist of numbers (1, 2, 3, etc.), C (composite Go which automatically combines the scores of all previous Gos) and F (Final Go).

   b. Two options for qualifying horses for subsequent Gos

      i. If you call up a subsequent Go under Results/Scoring, you are asked if all the horses will be qualified for this Go. If you say 'Yes', you can also use the same draw as the previous go or a random draw will automatically be assigned to all the horses in the class.

      ii. Selecting Qualifier from the Utilities menu will allow you to qualify individual horses, the top placings from a previous Go, or all the horses at once.

   ix. Add judge information.

1. After **ALL** the classes have been set up, you can assign the same judge to each of them by selecting any class and double clicking on the Go.

2. Choose Add Judge and you will be prompted for the name of the judge. Once you have the judge listed and click Ok, you will be asked if you want to apply this judge to ALL the classes in this show and clicking Yes will do so.

B. No subsidiary shows are needed for a single judged show.

2. *Multiply Judged Show (where results from each judge are split out individually)*

a. For each slate of classes that you run in your circuit, a master show should be created. For each judge in the ring of that slate of classes, a subsidiary should be created under that master show.

b. All entries, results, and reports are done at the master show level with no moving back and forth from show to show in a multiply judged show.

c. Horse Show for Windows will automatically split out the individual results under each judge when entered from the same Results/Scoring screen.

d. Create the master show.

   i. The Show ID and Mastershow # should be the same (a dummy number is created as Approving Association numbers will be used in each subsidiary).

   ii. Enter Manager, Show Name, Dates, and Location (location is optional).

   iii. First Show in Circuit field is **ALWAYS** the Mastershow # of the show held first.

   iv. Add Circuit Points model, if needed.

   v. Enter Approving Association for overall show.

   vi. Fee multiplier will generally be the number of judges in the ring if classes are charged for each judge.

   vii. Set up classes and Gos as for any show (see 1.A.vii and 1.A.viii) for more information on adding classes and Gos).

   viii. When adding judges, include ALL the judges that will be in the ring for the master.

e. One subsidiary show will be created for each judge in the ring.

   i. Show ID is the Approving Association number and Mastershow # is the dummy number created above.

      ii.   Everything else is as above to create the show basic information area.

      iii. You'll get a box to include classes from the Mastershow automatically.

      iv. Add ONLY one judge to each subsidiary in the same fashion that judges are added to a master show.

3. ***Multiply Judged Show (where results from each judge are combined)***

    a. One master show will be created.

      i.   The Show ID and Mastershow # should be the same (as given by approving association).

      ii. Enter Manager, Show Name, Dates, and Location (location is optional).

      iii. First Show in Circuit field is **ALWAYS** the Mastershow # of the show held first.

      iv. Add Circuit Points model, if needed.

      v.   Enter Approving Association for overall show.

      vi. Fee multiplier will generally be the number of judges in the ring if classes are charged for each judge.

      vii. Set up classes and Gos as for any show (see 1.A.vii and 1.A.viii) for more information on adding classes and Gos).

      viii. When adding judges, include ALL the judges that will be in the ring for this show.

4. ***Use the Duplicate Classes function to create multiple shows with the same showbill.***

    a. Setup the basic information for a new show as above.

    b. When you get to the section where classes would be added, cancel out of the Shows area.

    c. From the Utilities menu, choose Duplicate Classes and follow the steps.

How many computers and printers should I have?

1. Depends on:

    a. the size of your show

    b. the location of other areas where a computer might be useful

    c. whether entries are taken before the start of the show

2. If you plan to network, know that the more computers you have networked, the slower those computers will be (no more than 4 computers should be used without having a dedicated server).

3. Possible configurations:

   a. One to two computers networked in the show office with at least one printer

   b. One computer and/or printer set up in or near the Announcer's Stand

   c. One computer and/or printer set up in or near the entry to the ring

   d. One computer to allow exhibitors access to the Entry Count Display program (see below for more information)

Answering the question "How many horses are in that class?" and "What draw are we on?"

1. Horse Show Tracker is a web app designed to be used along with Horse Show for Windows. Exhibitors, trainers, and spectators can follow along with the show and see draws and results. Advanced features such as entry counts/lists, notifications of draws and results, run/scratches with time stamps all help to answer questions posed at the show office and/or gate. More information on all the Mobile Tools is found later in the manual.

2. To answer just the first question with an extra computer, run the **Entry Count Display** program to be displayed on a screen that exhibitors can see but not touch.

3. If you don't have an additional computer, **Class Entry Status** from the F6 menu or Reports | Entries Reports can be used.

Take entries

1. Entries done via Horse Show Tracker are automatically imported.

2. By back number (Entries | by Back Number) is easiest if taking entries one at a time during the course of the show and entry cards/sheets are used for each horse.

3. By class (Entries | by Class) is easiest if adding entries after class is run and all back numbers, horses, and exhibitors are known.

One to two classes before the start of a class

1. Run Draw, if needed (Utilities | Working Order Draw OR F6 | Working Order Draw).

2. Print as many Announcer's Reports (Reports | Announcer/Ring Steward Report OR F6 | Announcer/Ring Steward Report) as needed.

   a. If reports don't directly print to those who need them, run reports to the Announcer and the Ring Steward.

3. Split/Combine classes as needed

As horses enter the ring

1. Update classes as needed
    a. FastAnnounce and/or the gate keeping app can be used to verify entries into each class. Add/update entries as long as the back number and/or new exhibitor has been added to the circuit within HSW already.
    b. If more/less horses are in the ring than on listing (Entries | by Back Number OR by Class)
    c. If exhibitor listed is incorrect (Entries | Class Mode)
2. Reprint Announcer's Report, if needed, and run it to those who need it.

At the end of each class

1. Delete/Scratch no-shows from Entries | by Class or gate keeper app.
2. Calculate Standings
    a. Enter placings from Results/Scoring (from Main menu or Entries | by Class) or judging app.
    b. Close out class via FastAnnounce which calculates paybacks, points and pushes results to Horse Show Tracker.
    c. Calculate paybacks, if needed (Paybacks | Actual from the Results/Scoring menu)
3. Print Results sheets (multiple, if needed for posting).
4. Push results to Horse Show Tracker if not already done via FastAnnounce.

Periodically throughout the show

1. Run the error checking report (Reports | Entries Reports).
2. Have any owners/exhibitors return to the show office to gather missing information.
3. AQHA show managers may want to create the roster file and upload it to verify correct information along the way.
4. Verify inputted results to judges' cards
5. Print results reports to post for exhibitors
6. Run awards reports to keep exhibitors updated on where they stand

Responsible Party Checkout

1. Verify that all classes on the entry card/sheet are in the system (Entries | by Back Number).

2. View the statement (Financial | Maintain Charges or Entries | by Back Number [Charges button]) and verify that all charges are included.

3. Enter payment information or Close Out if entries done via Horse Show Tracker.

4. Print a statement to give to the Responsible Party as a receipt; two can be printed to keep one for your records.

Awards

1. All Arounds are run individually by show and use the national associations qualifying rules.

2. Hi-Point/Circuit awards

    a. Can be rolled up in different ways

        i. Individually by class

        ii. Overall by division

        iii. Creating a pre-set class list

    b. Can be calculated in different ways

        i. By national association points

        ii. By customized points model

End of show

1. View open accounts (Financial | Statements or Financial | Outstanding Balance Report) and go to each of the Responsible Party's charges (Financial | Maintain Charges) to close their accounts.

2. Verify all judges' cards to inputted results.

3. Run a final error check (Reports | Entries Reports | Error Report).

4. Create disk for the national association (Utilities | Association Disk Creation).

5. Print modified/additional results sheets for the national and local associations.

6. Print entry count (Reports | Show Summary Counts) for each judge if required.

7. Run report (Financial | Earnings/Payments by Type) to verify all money is accounted for.

8. If paybacks have been done, print the Paybacks/Checks | Association Retention Report to figure how much to send to national organization.

Using All Mobile Aspects Together

This section ties in all the mobile tools with Horse Show for Windows

Horse Show for Windows

Make sure you have the proper licensing from FunnWare Development and adjust the setup for use of tablets, Tracker, and FastAnnounce.

Update Settings

Utilities -> Maintain System Preferences
- Check the options you will use
  - Use mobile tablets
  - Use online entries
  - Use Horse Show Tracker
- Enter your Client Key
  - Provided by FunnWare Development
  - Contact them if you have not received one

Uploading an event

Shows -> Edit an Existing Show
Highlight any show in the circuit
Click HST Management
- Enter all the information as noted
- Edit the Event name and dates as needed (default is the First Show in Circuit information and likely will need adjusting)
- Enter the HST Circuit Key (provided by FunnWare Development - contact them if you have not received one as without one, the show will not be visible in the app)
- Click Save Circuit Info
- Click Upload Circuit Info to post the basic info (you can edit the Circuit Info and repost by saving and clicking this again)
- Click Upload Classes

If you are accepting online entries
- Input a valid email address as an email for each person doing entries will be sent
- Set up a range of back numbers for the import to use
- Start the internal HSW processing function from the Utilities menu:

- Utilities -> 5. (ADMIN ONLY) Enable processing for mobile tablets and/or Online Entries (beta)
- Entries from online get pulled into the main computer while FWTrackerFeeder is running and then into HSW when the Utilities -> 5 function is running
- This should be run only on the main computer with the database and show services installed and running
- Leave that instance of HSW up and open a new instance of HSW if you need to use that main computer
  - Reports -> F. Entry sheets/cards can be printed to have something to put in show packets with the back number

Classes for the entire circuit will upload in the background one at a time and will take several minutes depending on how many classes are in your event
Contact FW if you do not see the classes in your show after a short time

At the beginning of each show day, start the internal HSW processing function from the Utilities menu

Utilities -> 5. (ADMIN ONLY) Enable processing for mobile tablets and/or Online Entries (beta)
- This may already be running if you are still accepting online entries
- This should be run only on the main computer with the database and show services installed and running
- Leave that instance of HSW up and open a new instance of HSW if you need to use that main computer

Enable classes as needed through the show day

Individually class by class through Results/Scoring if using HSW at announcer stand OR F6 -> Enable Tablets
- Check or uncheck individual classes OR
- Filter the list by date, discipline and/or location and check all class in the filtered list

FastAnnounce

To set up FastAnnounce on other computers or tablets
- Open Chrome browser (or Silk on the Fire)
- Type the IP address, a colon (:), and the port 5000 (i.e. http://192.168.0.15:5000) and hit Enter
- The first time you run it, you need to configure it
  - click Configure Server in the bottom right hand corner of the screen
  - type in the IP address of the main computer (i.e. 192.168.0.15) and click Ok
  - this will save for the next time you run it in the same browser and on the same device

For the computers, you can create a shortcut to it on the desktop
- Once you have FastAnnounce up and configured to the correct server, maximize the screen
- click the three dots on the far right of Chrome to pull up the settings
- click More tools and select Create shortcut... and check the box to Open as a window
- a new shortcut is created on the desktop

- right click on the shortcut and choose Properties
- change the Run box to say Maximized so it fully opens each time

When using FastAnnounce instead of Results/Scoring in HSW, there is a **Close Out** button that needs to be clicked after announcing each judge - this will calculate final standings (payouts if you have the settings to automatically calculate those) and points, push results to HST, and disable the class so it's gone from the FastAnnounce list and on the judging and gatekeeper tablets.

Judging App

Open FWShowHelper and select Judging
Choose the correct location
Choose the correct judge
Choose the correct class
Score or Rank the class as required
1. Scored classes
    a. Classic Scoring
        i. Use buttons on right side to sort entries
            1. By Draw # - can enter score
            2. By Back # - can enter score
            3. View Ladder - view scores in order from high to low
        ii. Break ties using the T1, T2, T3 buttons for each tied entry in the order that they should be placed
    b. Maneuver Scoring
        i. Input maneuvers into the Maintain Pattern Maneuvers screen
        ii. Input pattern number in the Go of your classes
        iii. Select the tie breaking option
        iv. Tap penalties and/or scores for each maneuver
        v. Swipe from side to side to see different view
        vi. Sign judge card
        vii. After Close Out on FastAnnounce, print score sheets and check the box to include maneuvers
    c. DQ versus Zero Score - AQHA expects all zero scores to be Disqualified; other associations may expect to see a Zero Score reported
    d. Off Pattern options - if off pattern is allowable in the class to be scored, enter the actual score and then the O1, O2, O3, etc. depending on the number times the entry went off pattern. This will sort their scores to the bottom
    e. Penalty options - if show management expects to track penalties, tap P2, P3 or P5 as many times as an entry has received those penalties
    f. Use List Classes when finished to get to the next class
2. Ranked classes
    a. Tap each back number in the order they appear on the judge's card
        i. Use the Up/Down buttons at the top to move any entries up or down on the "card"
        ii. Use the < button at the top to remove an entry from the "card"
        iii. When "card" is complete, tap Done at the bottom of the screen to send results to database
    b. DQ or Lame - highlight a back number in the list and choose DQ or Lame at the bottom of the screen

Gate Keeping App

Open FWShowHelper and select Gatekeeping
Choose the correct location
Choose the correct class
From the list of entries in the class, you can:
1. Set the status of the entry by tapping:
    a. Checked in
    b. In Paddock
    c. Working/ed
    d. Scratched (this sets the entry to scratched in HSW as well)
2. Change the exhibitor/handler by tapping the name of the exhibitor/handler
    a. >>>>> Other exhibitors/handlers on that horse <<<<< are at the top of the screen OR
    b. Choose from the other exhibitors/handlers in the database - can type in the Filter box to narrow down the options OR
    c. Tap the No related exhibitors found and (IMPORTANT) let the office know to assign it there
3. Add an entry to this class
    a. Entry will only be added to the main Held with class so any NSBA entries or other concurrent classes would need to be added in the office

Pushing Data to/from Tracker

1. Draws - check the box to automatically push the created draw to HST
2. Results
    a. Individual results for scored or timed classes are automatically pushed to HST as they are entered either by judging tablets (scored) or HSW (scored/timed)
    b. Final Results are pushed to HST after leaving the Standings screen in HSW or clicking the Close out button from FastAnnounce
3. Entries – when using Online Entries, all entries and entry counts are synced to the cloud even those done through HSW
4. Charges – See Maintain Charges area for options on using HSW and Tracker via the Admin screen (horseshowtracker.com/admin) to use credit cards for closing out statements

FWMonitor

To set up FWMonitor on other computers or tablets:
- Open Chrome browser (or Silk on the Fire)
- Type the IP address, a colon (:), and the port 7000 (i.e. http://192.168.0.15:7000) and hit Enter

For the computers, you can create a shortcut to it on the desktop:
- Once you have FWMonitor up, maximize the screen
- click the three dots on the far right of Chrome to pull up the settings
- click More tools and select Create shortcut... and check the box to Open as a window
- a new shortcut is created on the desktop
- right click on the shortcut and choose Properties
- change the Run box to say Maximized so it fully opens each time
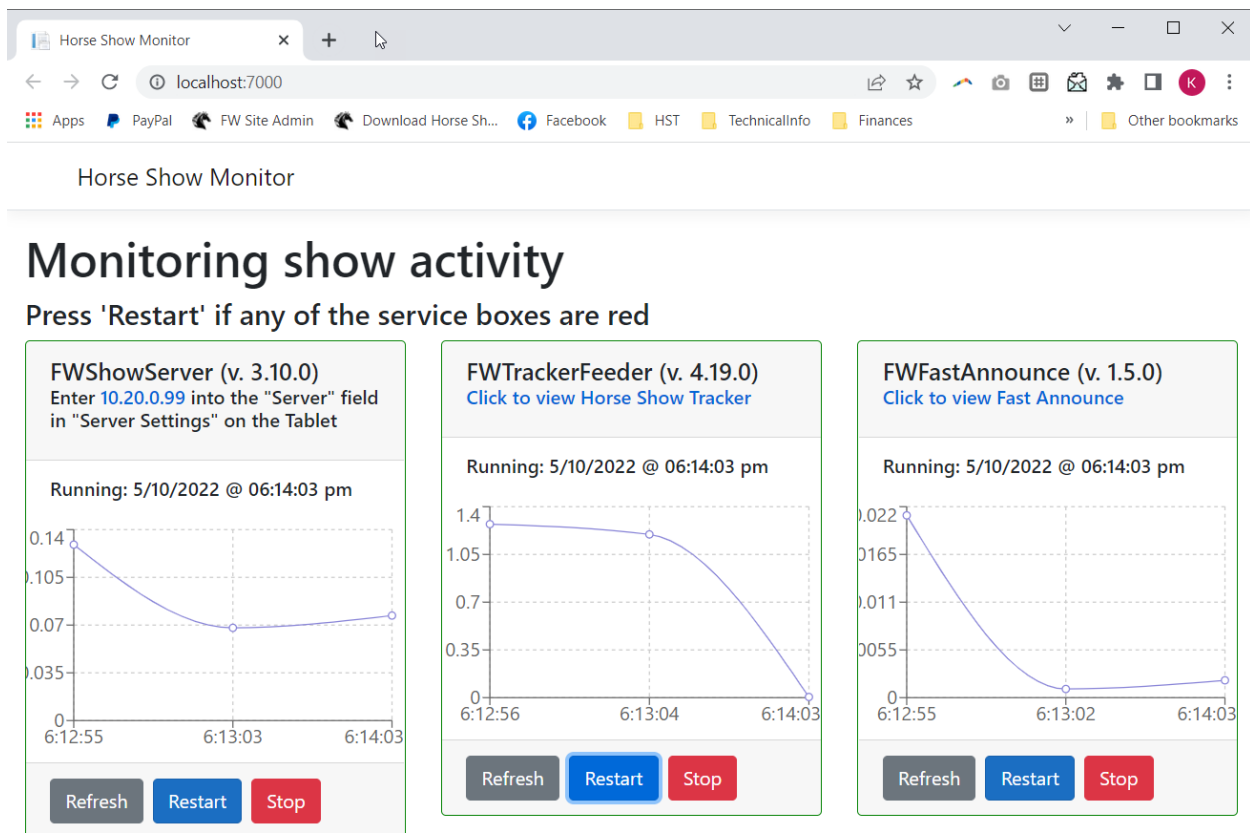
Shows

The Show Menu has three sub menu options: Add a New Show, Edit Existing Show Information and Select a Different Working Show

Select a Different Working Show

Whenever you use Horse Show for Windows, you need to identify which show you want to work with. As noted earlier, when no valid show is selected, certain menu choices are not functional. Although you can maintain shows, classes, horses, people, and run utilities and some reports, you could not work with entries or results without a 'Working Show'.

When you open HSW, the first display you will see is the Show Selection grid. This will list the Master Shows (see below for a definition of *Master Show*) that are set up in the system. The show you choose becomes the one that is being worked with for entries, scoring, and reports. The selected show is usually displayed at the top of each screen as you go through the system so you can verify that you are working with the correct show. It is also displayed on the main screen.

If you have been entering data for one show, and wish to work on another, choosing Work with New Show allows you to select a new show for data entry or reports.

Add a New Show or Edit Existing Show Information

The Show Information screen is for adding, changing, or deleting shows and all its classes and fees. Understanding how to setup a show correctly is critical to getting the best results and utilizing the program the way it was designed.

The initial Show screen will display all the shows available in the database by year. You can view shows from other years by updating the show year field and pressing Tab or clicking on the show grid.

If the show you wish to edit is already displayed in the window, you can highlight the show and press Enter or double click on it with the mouse.

Master Show/Subsidiary Show Definition

A **master show** is a slate of classes regardless of the number of days it is spread over and/or how many judges are in the ring. It combines all judge's ranks/scores while allowing individual

judge information to cross into subsidiary shows, if needed. Every time you hold a slate of classes, you will create a master show. If you are holding more than one slate of classes across your circuit, you will create a master show for each one.

When you hold shows where more than one judge is in the ring at a time, a **subsidiary show** is created under that master show for each judge. Subsidiary shows generally have all the same classes as their master. Entries, fees, and results are done at the master show level, but individual judges are entered for each class and the program automatically distributes the correct information under each judge for reporting.

Examples: For a single judged show, your master show ID would be the same as the approving associations show ID. In a split/combined show, the master show would be a 'dummy' show that is set up first and the subsidiaries pull in the classes but have the single judge's show ID and the 'dummy' master show ID.

A Few Basics Before Setting Up a Show

The subsidiary shows draw only from classes entered into the master show so every class that will be held in the show MUST be entered into the master.

To hold Grand/Reserve classes, enter each class as a separate one into your showbill. Each Grand/Reserve class has its own approving association code and is noted as such by checking the 'Is Grand/Reserve' box in the Classes area. Each class that feeds into those Grand/Reserve classes needs to have the proper class codes in the 'Grand class' and 'Reserve class' (many associations Grand/Reserve classes are included in your default data to use as an example if you need to set up your own). After all results are entered for the classes that feed into the Grand & Reserve classes, the program automatically enters the horses that qualify (1st place winners in the Grand class and 1st and 2nd place winners to the Reserve class). Then results can be entered (first place for the Grand in the Grand class and first place for the Reserve in the Reserve class if there are two different classes; first and second place in the overall Grand/Reserve class if there is only one).

Steps to Set up each Show

1) Enter default class fees under Classes if you expect all the fees to the same for all the shows you are creating

2) Add the Master Show basic information

3) Enter all class information

   a) Add all go information as each class is entered

   b) Change class fees if different from defaults

4) Add judges if known before show time (If all judges are the same for each class, they can be added just once after all classes are input)

5) Set up any show fees (horse fees or all-day fees)

6) If needed, add subsidiary shows

   a) Tie in classes for each subsidiary

   b) Tie in judges for each subsidiary

Show Setup Wizard

A Show Setup Wizard has been included to help step you through the setup of shows. It is recommended that you have this section of the manual available for more detailed information on each field added. Each screen is self-explanatory.

The wizard can be turned off/on from the Maintain System Preferences screen under Utilities.

Entering Basic Information for a Show

Select the Add Show button to add a new show, its classes and fees.

Show #
Usually, your approving association supplies you with the show number; one per judge. However, if you are setting up a 'dummy' show for use with subsidiaries on a split/combined or double judged show, this number can be anything you want. This is a numeric field only – see the Show ID field if your national association has given you a show number/ID that has characters in it.

Master Show
This field ties your shows together at the master level. If a show is single judged and has only one show number, then the Show # and Master Show should be the same. When the show is split combined (two judges/show numbers) then a Master Show is setup with its own 'dummy' number, and two subsidiaries are created, each with its approving association's show # and this dummy master show number. When the Show # and the Master Show field's are the same, a master show is created.

Manager
Enter the Show manager.

Name
The name of the horse show is used for display and reporting purposes.

From(date) and To(date)
'From' and 'To' dates are the beginning and end dates of each individual show (not the circuit).

First Show in Circuit
This field allows shows to be grouped into a 'circuit' in order to use one set of back numbers for all of the shows, ease of entry throughout the series, and to have fees that are charged only one time during the course of the shows. The first show ID of the circuit should be entered into this field for ALL of the shows in the circuit.

Location
Enter the location where the show is being held.

Circuit Points Model
Horse Show for Windows has a Circuit Awards function that awards points to each horse/rider based on placing in their class. Points are awarded at the Association level to AQHA, APHA,

PHBA, POAC, and NRHA automatically within the program. If you choose to use a different point system to calculate your circuit points, you can add it here.

A basic 10 point system comes loaded (Circuit Awards) with the program. See Adding Points Model further in this manual for more information on setting up your own models.

Type
Certain associations need to recognize the type of show that is set up so that points are generated correctly. POAC's show types are currently the only ones available for selection.

Use World/Regional Show points to place?
Check this box ONLY if you are running an AQHA, APHA, PHBA World Show, an AQHA Regional show or if your show uses a point system like it to figure standings rather than using the placings from each judge.

Top down pts?
Shown only if your association is a Stock Horse one, this awards points for every entry in a class from the first place entry being awarded the number of entries in the class and all others one less until the last entry is awarded one point.

Reviews?
Check this box ONLY if you are doing reviews for runs during the show.

Appr Assn
In order for the association disk creation function to gather information correctly, enter the main Approving Association for this show.

Show ID
If the national association has given you a show number/ID that has characters in it, use this field to input the exact number/ID you were given as the Show # field is strictly a numeric field and cannot handle any characters. This field will be used when printing reports and/or generating files for roster/results.

Short Label
Important for use with Mobile tools, the Short Label is used to distinguish classes across slates within the same circuit. Use #1 or SC1 or other distinguishing label. It is displayed in the Entries by Back Number screen as well as on FastAnnounce, in the gate and judging app as well as Horse Show Tracker.

Notes
If you have any notes on this particular show, you can enter them here. This information is not used anywhere else in the system; it is just for your use when viewing this show.

Fee X
If you have fees set up in the class file (see Class Information), you can use this field to multiply those fees by whatever you choose for this particular show. Only class fees that originate from the class file (not added here at the show level) or from another show you are duplicating the classes from will be multiplied by the inputted amount or the ratio of this amount to the show you are duplicating it from.

Generating Automatic Back Numbers

If you want the program to assign back numbers to entries or will be doing online entries through Horse Show Tracker, you will need to set the 'ask to generate back numbers' option in the Maintain System Preferences area of the Utilities menu. With this box checked, after you save the basic information for the show, you will be asked if you would like to generate back numbers for this show/circuit. If you choose yes, the program will automatically create back numbers within

the range that you input to be assigned either sequentially or randomly by the computer as entries are added. Choosing No allows back numbers to be input manually when doing entries. Back numbers can be generated later by using the Generate Back Numbers function from the Utilities menu. The automatic asking of this function can be turned off and on from the Maintain System Preferences area.

Enter Classes into the Master Show

Basic Class Information

If the show you are entering has all the same classes and fees as a show you have already set up, you can cancel out of adding classes manually and use the Duplicate Classes function from the Utilities menu to copy all class information from that show to this one.

Otherwise, you will be manually adding each class that your show will hold.

Showbill

Numbers will be generated automatically, starting with Showbill #1. You can override this number as long as the showbill hasn't already been entered into the show.

Appr Assn

Enter the approving association of the class you are adding.

Assn Code

Type in the class code. It is recommended that all class codes have been set up under Classes before entering them into the showbill for quicker setup of the show. If you put in a class code that they system doesn't recognize, you will be put into the Classes screen to add it.

Purse class

The purse class will default to the class being entered. If this class is not awarding money, it is still OK to leave the defaulted class in there.

Sponsor

The Sponsor field is optional. This field can be left blank if a sponsor is not recognized for this class. It is printed on several reports.

Addln Details

Another optional field, you can add additional text to be included on Horse Show Tracker.

Spsr/Show Logo

These two fields are optional but can be used to print class sponsor and/or show logos on draw reports. Logos must be jpg files and a specific size. Sponsor logos should be 1450x650px and Show logos should be 2200x650px. There is a LOGOPATH field within the Control table that is defaulted to the location of the database and this field should have the rest of the path and file name. If the logo is in a folder call Logos in the database folder, this field should be set to \Logos\ LogoFilename.jpg

Approved By

When a class is added, the default 'approved by' association is the original approving association maintained under Classes. If there are other organizations that are approving this class for this show, include them by selecting the Approved By button and choosing the proper associations.

These 'extra' associations are used when printing reports. Example: Horses may not need to hold a NSBA registration number, but should be licensed under at least one other breed. If NSBA is the approving association, results reports will try to pull an NSBA registration number for that horse. Because there isn't one, the report may show no license information. With AQHA and APHA included as approving associations of an NSBA class, the report will pull in an AQHA registration number or APHA license information if found in the database.

Purse Calculations

If this class will have money paid to the winners, the system can figure the purse based on the information input here. To include information for purse calculations, when editing (Change Class if class information has already been saved) click the Purse Calculations button for an additional pop-up screen to input each field.

Entry Fee

The Entry Fee is amount that is multiplied by the number of entries.

Trophy Fee

Trophy fee is the amount taken out for trophy money.

Added Money

This amount denotes a dollar figure that is added to the purse after it has been calculated. Added money is usually donated by a sponsor.

Purse Override
Purse Override is a fixed amount for this class' purse and does not use any of the other numbers to calculate it.

Retained
Retained is the percentage of the purse that is held back by show management. This percentage is deducted from the total payout calculated.

Association
Association is the percentage of the purse that is held back by an approving association. This percentage is deducted from the total payout calculated.

The purse from which paybacks are figured is calculated using the following equation:

Entry Fee x Number of Entries = Gross Entry Fee

Gross Entry Fee – **Trophy Fees** = Adjusted Entry Fee

Adjusted Entry Fee x **Association** = Dollars paid to approving association

Adjusted Entry Fee – Dollars paid to approving association = Net Entry Fee

Net Entry Fee x **Retained** = Dollars retained by show management

Net Entry Fee – Dollars retained by show management = Final Net Entry Fee

Final Net Entry Fee + **Added Money** = PURSE

Adding Gos (aka Runs)
Go
All classes MUST have at least one Go set up. If you have multiple Gos, you will enter each one separately. This field is an **alphanumeric field**…Gos can be 1, 2, C (composite), F (final), etc. When you are finished with the last Go, press Esc to return to the class section to enter the next class.

Date
Enter the date that this class is being held. It defaults to the 'from' date of the show you are working with.

In Time; Out Time
The time in and time out field is for entering estimated times of classes. This is an optional field that is used for reporting. Leaving the default settings is fine and they will not print on reports.

Block Code
Used in Horse Show Tracker to group together classes that are not held concurrently but run as a block to be able to show the total number of entries that will go. This is a free form field but all classes in the block should have the exact wording as each other.

Drop high score
If the high score of a group of judges is to be excluded in calculating results, this box should be checked. If the high score is to be kept, then it should remain unchecked.

Drop low score
If the low score of a group of judges is to be excluded in calculating results, this box should be checked. If the low score is to be kept, then it should remain unchecked.

Frozen Payback
The 'Frozen Payback' stops the system from re-calculating paybacks after checks are written or entries have changed. You can manually change this as needed.

Must Place in HW
Many dual approved classes that are run concurrently (held with) require placement in the main held with class to be eligible to place in the dual approved class. Check this box if the entry must have placed in the main held with class in order to place in this class.

Must Enter HW
For use of online entries, many dual approved classes that are run concurrently (held with) require entry in the main held with class. Check this box to require entry to the main held with class.

Name of go
This field is printed on several reports and makes it useful when running multiple gos. It is especially important with NRCHA shows to name each Go with the proper work (Herd, Rein, Fence, Steer Stopping) so it can be reported correctly on their Purse Distribution sheet.

Location
The location field is required and defaults to Main Arena. It is important for Mobile tools usage and is also used in reports (Show Schedule) for sorting.

Actual Order
Important for Mobile tools usage, the Actual Order defaults to the Showbill# but can be edited if classes are being held in a different order. Sorting is done first by date, then by location and then by actual order. It is also used in reports (Show Schedule) for sorting.

Time of Day
The time of day field is filled in as an estimated time the class would be run. This is used on Horse Show Tracker, for scheduling purposes, and printing a show schedule and showbill. Wording such as, "After trail" or "2pm" can also be used instead of the default of Morning, Afternoon, or Evening based on the start and end time in the previous fields.

Purse % to this go
The percentage of the purse that gets paid to this Go is be entered here. If there is no purse, then leave it at 100%.

The percentage amount can be very critical when you are paying per judge or per Go. The percentages of each Go should equal 100%.

Notes
This wording will be included in Horse Show Tracker for online entries.

Held With
If classes are being held concurrently, the first of the class codes listed in the show would be entered here. This is similar to the set up of circuits. The first field is the approving association of the class and the second is the class code.

Pattern

If the class will be using a pattern (NRHA has patterns for many classes), enter that here. It is printed on some reports as well as used to display maneuvers on printed score sheets and the judging app for maneuver-by-maneuver scoring. This is an optional field.

Payout Model

If you are calculating a purse and paybacks for a class and go, you MUST enter a payout model. Paybacks CANNOT be figured without the correct payout model. These are set up under Models.

HST Visible?

This box determines visibility on the Classes screen of Horse Show Tracker. Gos that all run on the same day may want to have only the first or last Go checked.

HST Scores?

This box determines whether physical scores for each run will be pushed to Horse Show Tracker giving the user the option to push the scores of an initial Go but not the finals to keep the suspense of who is winning the class to when the results are announced.

Tie Breaker

The 'Tie Breaker' field is used for setting up which judge will be the 'tie breaking judge' for the class. Example: If Joe Smith is entered as 'Judge 1' and he is the tie breaking judge, the field would have a 1 in it. These fields can be set to 0 (zero) if there is not a need for a tie breaking judge.

Alt Breaker

The 'Alt Breaker' field is for the alternate tie breaking judge. Just as in 'Tie Breaker' field you would enter the judge's number that is designated as the alternate tie breaker.

Max Entries

The 'Max Entries' is the maximum number of entries allowed in the class. If there are no maximum restrictions leave the field with the default settings of 9999.

Max Places

The 'Max Places' field is the maximum number of places your show will place for the class. Default amount is 999 which will place the entire class. As you enter results for a class, you are given the option to adjust this amount so the program only calculates standings for the number of horses you choose.

Type of Qualifier

The Type of Qualifier has eight default choices for selecting the option you need for each class. Qualifiers are used for moving horses from Go 1 into subsequent gos.

No/Split

The number per split field is used to enter the number of horses you want to be in a split when using the Working Order Draw function. This would be necessary if there were a large number of entries that would need to be held in splits.

The next field sets how the working order or splits should be determined. The choices for this field are Random Order, Back Number Order, or Reverse Order.

Class Fees

After all classes are entered, you can view the entire showbill. Default fees that were set up under the Classes section are shown. If any fees need to be added or changed, select Class fees and add/update the fees for each individual class.

Adding Judges

Each class MUST have a judge affiliated with it (up to 12 are allowed) for results to be recorded. Judges are entered at the Go level for each class or when entering results from the Results/Scoring area.

At the Go level, choose Add Judges. You are prompted to type in the name of each judge. As with exhibitors and responsible parties, judges are part of the People table and are entered in as Last Name; First Name. After the judge(s) are listed in the right-hand box, click Ok and they will be recorded and listed on the right side of the screen next to the 'Drop high score' check boxes.

If you have one (or more) judges to be used for ALL the classes in your show, you can enter them in for one class and the program can automatically update the rest. To do so, **AFTER all your classes** have been set up, select the first class and go to the first Go. Follow the steps above to add your judge(s). You will be asked if he/she/they are the judge(s) for ALL the classes held in this show. Choosing 'Yes' will apply that judge(s) to each class in your showbill.

If all your classes don't have the same judge (i.e., different classes are held at the same time in different arenas), you will need to add the judges individually to EACH class; again, at the Go level or when entering results.

If you have made an error or a change has been made to a judge, you can use the Reset or Swap Judges functions from the Utilities menu.

See Setting up Subsidiary Shows for adding judges to each subsidiary after they are all added to the master.

Adding Show Fees

After entering your show's basic information, you should set up any show fees. This is only available on a Master Show level.

Horse Fees
Any fee added under 'Horse fees' will be applied to each back number as they are assigned with the working show. Some may be optional (i.e. grounds fee vs. stall fee), while some may be charged only once per circuit (i.e. stall fee that is paid regardless of how many days in the circuit the horse will be using it). Office or drug charges might be applied to every horse for every show.

Fee Type
Fee types have to be setup through the Financial menu before any fees can be entered here. Refer to the Financial Menu section for any questions on setting up a fee type.

Amount
The amount field will default to what was entered when originally setting up the fee type. All default amounts can be overridden.

Optional
The optional checkbox is used if this fee is optional. When a horse enters the show, a message will be displayed asking if this fee should be applied with the first entry.

One/Circuit
This option should be checked if the fee should be charge only one time per horse for an entire circuit. This same fee should be added to each show in the circuit with this box checked.

All Day Fees

To have your show automatically update a responsible party's statement with an all-day fee and zero out the individual class fees, each all-day fee must be added here first. Select Add and type in the all-day fee type that was set up under Fee Types. The default amount will be displayed and can be changed if needed. Check boxes are created for all divisions and fee types included in the show and all class fees (again, included in the show) are shown in the left column.

Classes to be tracked for this all-day fee can be done a few ways; by checking the proper divisions or fee types that should be included (you'll note the list of classes on the left changes when checking the boxes) and when all of 'available fee types' are set, select All to move them to the 'Fee type(s) included' list or by highlighting each class individually and selecting Include. When all the classes that you wish to track under this all-day fee are in the right box, select OK.

As each of the selected class fees are applied during the show, the system will track the totals. When the total exceeds the all-day fee amount, each class charge will be changed to $0 and the all-day fee will be added to the statement.

Miscellaneous Fees

Used exclusively for Horse Show Tracker's online entries, you can set up any additional fees that you want people to be able to pay for.

Setting up Subsidiary Shows

If you need to include subsidiary shows, the setup is very straightforward.

Add subsidiary basic information

Add a new show and use the proper show ID as given by the association. Then change the Master Show to the one already created (i.e., dummy master show). Moving off the Master Show field, you will see the software automatically pull in all the master show information. Verify all the information is complete and select OK to save the basic information.

Add classes to subsidiary

After the basic information is saved, you'll be shown a box of all the classes in the Master Show. Use this box to select the classes for the first subsidiary show (generally, all the classes are held).
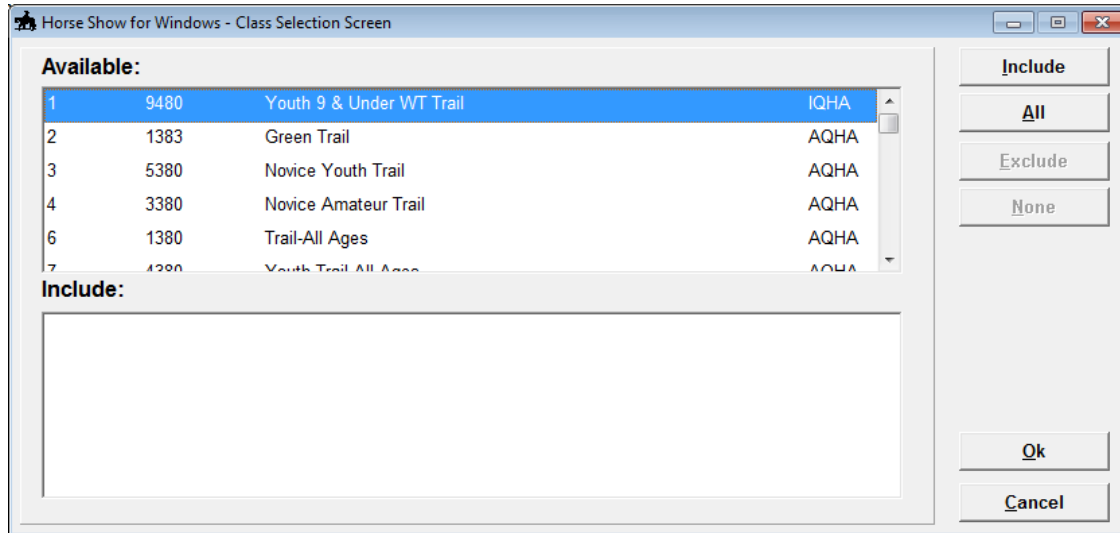
You'll notice that there are no fees showing at the subsidiary level. All fees are done at the Master Show level.

Adding judges to subsidiary

To add judges to your subsidiary show, select the first class and go by pressing Enter while it is highlighted. When you choose Add Judge, you'll see all the judges that you set up under the Master Show on the left side of the screen.
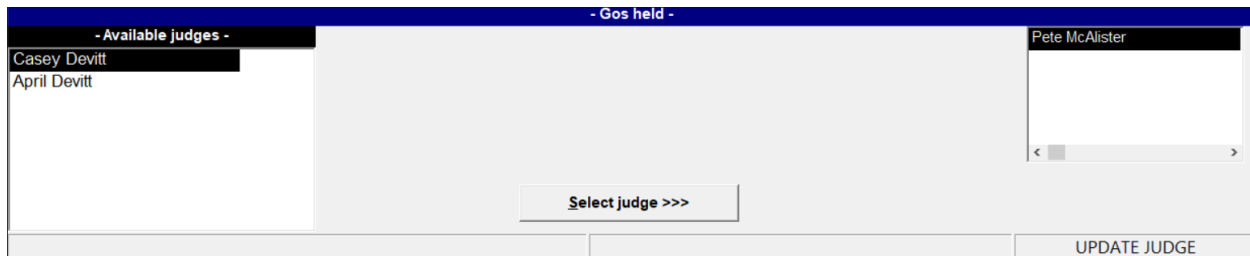
Select the judge for this show and choose OK. If this judge is to be used for the entire show, choose Yes to apply him/her to all classes. If all the classes do not have the same judge, you will have to select EACH class and go to update the judge information.

All subsidiary shows are set up the same with the only difference being the individual show ID and the judge.

Entries

Entries can be done by back number or by class. Horse Show Tracker also allows entries to be done online and imported into Horse Show for Windows.

By Back Number

Any number of entries can be added for one back number. Each horse will have one back number assigned per Master Show/Circuit.

Back Number
You can add or modify an entry by starting with a back number, the horse's name, or registration number. If the back number or horse is already entered in this show, the program will pull the information up and allow for changes. If the back number or horse hasn't been assigned, you are prompted to add it. If you have generated back numbers for your show, just enter the horse's name and a back number from the list will be selected.

Once a back number is assigned, it cannot be changed from this section. If a mistake has been made, use the *Switching Entries by Responsible Party, Exhibitor or Horse* function from the Utilities menu.

Adding Entries

Horse Information
Horse Name
To pull up the horse, enter the name or @ sign and registration number. If there is no horse on record, you are prompted to add it to the database.

Responsible Party
The responsible party is the person paying all the fees. It defaults to the one already set in the horse file. It can be overridden.

Trainer
The trainer defaults to the one already set in the horse file. It can be overridden.

Breeder
The breeder defaults to the one already set in the horse file. It can be overridden.

Stall With

The Stall With feature is added for tracking who is stalling with whom. This feature can be especially helpful for those with entries coming into together with trainers that all need to be stalled together. You can also include a Stall With field when adding a STALL feetype to a responsible party's statement (this is especially useful when stalls are purchased from responsible parties that don't have horses entered). Filling in this information here will be drawn in automatically if adding a STALL feetype within the same horse's statement.

Exhibitor Information

For first time entries to a show, enter the exhibitor's name. If this horse has been entered into a show before, you are asked to select an exhibitor from a list of previous riders. Choose * Select another exhibitor * to add a new one.

Relationship

Enter the relationship of the exhibitor to the owner. Valid relationships are maintained for each association (if applicable) in the Utilities Menu under 'Maintain Associations' and are based on the approving association of the show you are working with.

Classes

Classes are entered one at a time by showbill number or class code.

Payee

The payee for all entries is defaulted to the one set up under Maintain System Preferences. You can always change a payee for individual classes. This is a required field.

Days

After entering the class, the days of the week that the class is being held will be displayed. Select the days this back number will show in by pressing the space bar when the day is highlighted or by checking the box with the mouse. The Short Label for each show in the circuit is displayed.

Editing Entries

Selecting the Change button allows you to edit the horse information, change the responsible party or the payee, update relationship information, or change the status of an entry.

If any other editing is necessary, you may have to delete the horse from the class or show.

Scratch/Unscratch Entries

If you need to scratch an entry, pull up the back number, highlight the class, and select 'Scratch'. Once this entry is scratched, you will notice the button changes to 'Unscratch".

You are not able to scratch entries that have results.

Exhibitors

To switch viewing/editing the classes of one exhibitor to another, use this button. Choose the exhibitor from the list to view/edit entries or * Select another exhibitor * to add a new one. If you need to change the exhibitor on a horse, you will need to use Entries | Class Mode or delete the entry under the first exhibitor and then re-add it under the new one.

Charges

You can view and modify the selected horse's responsible party's statement by selecting the Charges button.

Scratch Entry

Scratches all classes for this entry.

Validate

If you have made changes to the entry that would adjust any errors they originally pushed, you can re-validate this entry here. Especially helpful for pre-entered shows and printing the statement to send ahead of time.

By Class

Entries can also be added by Class. Select the class or showbill number that you will be making/editing entries for. A grid is displayed with a list of entries that you can add to, delete, modify, scratch/unscratch, or print.

Adding Entries

Back Number
You can add an entry by starting with a back number, the horse's name, or registration number. If the back number or horse is already entered in this show, the program will pull the information up and go on to the exhibitor information. If the back number or horse hasn't been assigned, you are prompted to add it.

Once a back number is assigned, it cannot be changed. If a mistake has been made, use the *Switching Entries by Responsible Party, Exhibitor or Horse* function from the Utilities menu.

Horse Name
To pull up the horse, enter the name or @ sign and registration. If there is no horse on record, you are prompted to add it to the database.

Exhibitor
Find the person who will be exhibiting this horse in this class by typing in their name or @ and registration number.

Relationship
Enter the relationship of the exhibitor to the owner. Valid relationships are maintained for each association (if applicable) in the Utilities Menu under 'Maintain Associations'.

Responsible Party
The responsible party defaults to the one already set in the horse file. It can be overridden.

Trainer

The trainer defaults to the one already set in the horse file. It can be overridden.

Breeder

The breeder defaults to the one already set in the horse file. It can be overridden.

Payee

The payee for all entries is defaulted to the one set up under Maintain System Preferences. You can always change a payee for individual classes. This is a required field.

Changing Entries

In Class Mode, selecting the Change button allows you to change the exhibitor, their relationship to the horse's owner, the responsible party, the trainer, the breeder, or payee.

Scratch/Unscratch Entries

If you need to scratch an entry, highlight it and select 'Scratch'. Once this entry is scratched, you will notice the button changes to 'Unscratch".

Results

You can enter Results for this class by selecting the Results button. You are moved to the Results/Scoring screen and returned to this screen when finished.

Print

You can print a view of this screen for verification purposes.

Results/Scoring

Entering results and/or scores for all classes is done in this screen unless you are using the judging app. Select the class by using the showbill or class number, then put in the Go, Level or Runoff (if applicable) and press Enter or click on Select for further options.

You can sort the information by Draw, Back#, Status, any judge or the combined results.

Scoring Status

To mark an entry as Active, Scratched, Disqualified, or any other status your organization uses, right click on the back number. These statuses must first be setup in the Utilities Menu under Maintain Associations.

When your class is ranked, upon entering results you'll be asked if any horses need to be scratched. If so, enter all those horses here and they will be updated all at once.

Inputting Results

Find
Use the Find button to select another class/go or to highlight a back number or team from the list of entries.

Collect Results
There are three basic types of results that can be entered. These are setup at the class level and results are entered in different ways for each one.

Ranked

If the class is a ranked, you will be asked how many exhibitors will be ranked. The judge(s) name will show across the top and the places listed below. A judge's card can be input one at a time by pressing Enter after each Back Number. Using the Tab key will go across each of the judges' card and rank by placing.

Selecting OK will update the points and assign placings.

Timed

Back numbers are listed in Working Draw order. The first back number is highlighted and you can choose Results or press Enter to update their results. Status can be changed here or left as Active. Enter the time and penalty (if applicable) and press Enter to Save. The next back number should be highlighted and you should follow the same procedure.

If a time has been entered wrong, highlight the back number by using the mouse and make the necessary changes.

Points

Scored classes also list back numbers in Working Draw order. The first back number is highlighted and you can choose Results or press Enter to update their results. Status can be changed here or left as Active. Enter the score and press Enter to Save. The next back number should be highlighted and you should follow the same procedure.

If a score has been entered wrong, highlight the back number by using the mouse and make the necessary changes.

Set/Chng Judges
If you try to enter results without first having the judges entered, a message will be displayed and allow you to enter your judge information here. Since you are working with a Master Show, you can also map your judges to the subsidiaries for this class.

Standings
The Standings feature allows for viewing the standings after entering scores or times. You are also given the ability to print the standings for this class.

Use this area to view results for all classes that are run concurrently including subsidiary shows.

Calc Paybacks
A Purse calculation in the class and a Paymodel must be set up within the Go prior to running Paybacks. You are able to print a Projected payback report (which doesn't assign money to a horse) or run the Actual paybacks; printing the report and awarding money to the winners based on the paymodel and payback information set up in the Go. You can set the system up to automatically calculate the Paybacks when Standings are generated via the Maintain System Preferences screen.

Verification Report
A verification report allows you to compare with the judges information.

Time In/Out
This function allows you to update the Time In and Time Out fields for the class. These fields are printed on the Show Validation/Classes Held report when checking 'show gos for each class' and the Show Schedule report is sorted in Time In order.

Refresh Data
Use the refresh to reload all the results that may have been input via another computer or the judging app.

Classes

Each class that will be used in the system needs to be identified through this area.

Adding/Editing Classes

Basic Information

Association
The Association field needs to be filled with the approving association for the class being entered. Associations that you will be using for the shows need to be entered ahead of time in the Utilities Menu under Maintain Associations. This is explained in further detail in the Utilities Menu Chapter. A class will not be saved unless it has an approving association tied to it.

Class
Enter the class code from the approving association. This field can be alpha or numeric.

Class Name
This field is for the description of the class. There is a Short Name Field and a Long Name Field. The Short Name is the one used for reports. Once a Short Name Field is entered, it will default to the same in the Long Name Field which then can be changed if needed.

Abbreviation
Used on the Working Order Draw and Announcer's Report to show which class an entry is in.

Assn Code
Generally, this field will be the same as the Class code from the approving association. However, there are some associations that use the same Assn Code for many different types of classes. Since HSW requires a unique class code for every class in the database, use of the Assn Code allows the same code to be set for many different classes. For example, all halter classes in PtHA use the same HAL code for reporting to the association.

Division
The Division field *cannot* be left blank. The division is selected from the choices that are maintained in Utilities menu under 'Maintain Associations'. The divisions can be chosen by either typing in the code used for the division or clicking on the lookup arrow beside the field.

The division is used to determine what classes or divisions are used in Class Fees and All Day Fees. Divisions are also necessary for some award distinctions.

Discipline
The Discipline field *cannot* be left blank. The discipline is selected from the choices that are maintained by FunnWare Development. If there are disciplines that you need, contact support.

VRH/All-Around for
If this class is a Versatility or All-Around, you would enter the class codes of those classes that it will be rolling up. For AQHA Versatility, the order that the classes are listed is important to establish eligibility -

Category
Categories are for figuring All-Around Standings. Several associations (AQHA, APHA, PHBA, etc) have guidelines set for the category types and numbers in their rulebook. Many of these are already pre-set with Horse Show for Windows.

All Age Class
The all age class field is used when combining classes. Example: Class number 428700 Youth Barrels (13 & Under) and 428800 Youth Barrels (14-18) are held separately but may not have enough entries during a show and will be combined to one Youth Barrels class; 428000 (Youth Barrels). 428000 would be entered into this field for both the 428700 and 428800 class.

Scoring Method
Scoring Method reflects how you enter results for a class.

Points Model
Enter the points model for this class (more information on how to choose and create Points Models in the Models section of this manual).

USEF Section Code
Enter the USEF Section Code for when these classes are reported to USEF.

Draw/Split
The Draw and Split radio buttons are for choosing whether the class is a Split or a Draw.

Check Relationship
If a relationship is required for this class, check this box. An error will be generated if an invalid relationship is not input when enter a horse into this class.

Grand/Reserve
These fields help maintain which classes are to be 'grouped together' for either a Grand or Reserve class. Each Grand or Reserve class needs to be created before including them here…several associations have Grand/Reserve classes already set up in Horse Show for Windows. When setting up a Grand or Reserve class, the Grand/Reserve checkbox should be checked.

All classes that are included for Grand & Reserve should have those Grand & Reserve class numbers entered in those fields. Example: Class number 103000 needs to show the Grand class of 101000 and the Reserve class of 101100. Some associations use the same class for both Grand and Reserve. You would then put the same class in the Grand field as the Reserve field.

Restrictions/Requirements

This area is used for error checking.

Horse Sex
If a particular class has a restriction on sex of the horse, check each sex that is allowed in this class.

Horse Age
Enter the restrictions for the horse's age in this class.

Examples: AQHA Class 105500 - 2 Yr Old Mares; age field would be set to 2. AQHA Class 128100 – Junior Barrel Racing; horses must be younger than 5 years old so the field would be set to 5-. AQHA Class 128200 – Senior Barrel Racing; horses of the age 6 and above are allowed so the field would be set to 6+. You can also set the age to be a range; only 2, 3 and 4 years olds can be in a class so the age would be set to 234.

Exhibitor (Min. & Max. Age)
If the class allows only exhibitors that are 11 years old & under, the minimum age would be 0 and the maximum age would be 11. Birthdates are checked against the option you select; January 1st, September 1st, or the start date of the show.

L3 in the AQHA level sets
In order for the gaps to be left in the placings of the Level 3 AQHA classes, the system needs to know which classes are which. The L3 classes will have this box checked.

Corresponding L2 class
If this is the L3 in the AQHA level sets, input the corresponding L2 class.

Number Per Team
Classes such as Team Penning allow more than one horse to compete together. Enter the number of horses that form a team. For most classes, this field will be left blank.

Max # of horses shown by the same exhibitor
Many associations have a limit to how many horses one exhibitor can show in a particular class.

Payee SSN Required
Check this box if the class requires a Social Security Number to be recorded for the payee of this class.

Allow online entry
Used for Horse Show Tracker, certain classes may not allow entries online (all around classes, grand/reserve classes, futurity classes, etc.). Uncheck the box for any classes that you do not want to allow online entries for.

Use # shown to award paybacks (instead of # of entries)
Some associations use the number of entries shown (minus scratches) to award paybacks versus the total number of entries (including scratches).

ROM in Division required
If a Register of Merit is required for this class, check this box to validate this.

POAC Designation Group
To show which classes might require a designation to award points. All classes in the same group would have the same Designation Group number. Classes which do not need designation are set to 0.

Auto Enter/Push Scores to:
For VRH/Stock Horse Associations who hold separate classes where the entries and scores also count toward a different class. When entering in the main class, the program will also automatically do an entry into this class as well as push results.

Exclude from class(es)
If entrance in this class precludes entrance into another class (i.e. Entries into an AQHA Select Amateur class cannot also be entered into the Amateur division of that class), include any and all class codes (separated by a comma but no spaces are needed) that should be checked against entry into this class.

Exclude from Discipline
If entrance in this class precludes entrance into another discipline, include the discipline here.

Required Types
Card types that are included in Maintain Associations under the Utilities menu will be displayed in this box. Check any types that are required by the exhibitor for entry to this class.

Selecting the 'ALL of the following checked type' option will check for every one of the types that are checked. Selecting the 'ANY one of the following checked types' will check for at least one of the types that are checked.

Excluded Types
Card types that are included in Maintain Associations under the Utilities menu will be displayed in this box. Check any types that the exhibitor is not allowed to carry for entry to this class.

Example: Stallion halter class can not have a youth exhibitor, so the Youth box would be checked for that class.

Required Numbers
If you wish the program to check that you have required association numbers for a horse, rider, or owner, you would enter them here.

Click on the type you want to check and include each association needed for each type.

In the box that comes up:

Include
The 'include' button will include the associations that are highlighted.

All

> The 'all' button will include all associations that are setup under 'Maintain Associations' and listed here.

Exclude

> The 'exclude' button will remove an association that was selected by accident.

None

> If a class does not need any association numbers, choosing 'none' will delete all associations that were originally included.

Am or Nov addnl exp date

As of 2008, APHA requires all exhibitors to hold a membership card as well as their amateur and/or novice card. Checking this box has the program verify a valid second expiration date for amateur and novice classes.

Class Fees

Class fees can be setup here when entering/editing all your class information. When the fees are set here, they become the default fee that is automatically included when adding a class to the showbill. If a class fee amount needs to be changed for just one show, that amount should be changed in the 'Show Information' window under that classes fee section. The class fee can then be overridden to another amount but will not be reflected when coming back to the Class Information window.

These fees are also the ones that are used when utilizing the Fee X field in Show Information.

Click on 'Fees', and all those connected to the class will be displayed. To enter a new one, type in the fee type and other information needed. To change or delete a fee, type a displayed fee in and change that amount or put in a '0' amount to delete it.

Zero fees are allowed with the correct option checked in the Maintain System Preferences.

Fee Type

Fee types have to be setup through the Financial menu before any fees can be entered here. Refer to the Financial Menu for any questions on setting up a fee type.

Amount

The amount field will default to what was entered when originally setting up the fee type. All default amounts can be overridden. However, if another fee is needed for a class that normally has the same fees throughout the year but needs changed for one show, the fee type should be changed in Show Information instead of here. If you want to include zero fees, a check box on the Maintain System Preferences screen must be checked for the program to allow this.

Optional

The optional checkbox is used if a class fee is optional. When a horse enters this class, a message will be displayed asking if this fee should be applied with the entry.

All Day Fees

Any all-day fees set up under 'Fee Types' will display here. The all-day fee relating to the class fee being entered needs to be checked. Example: AQHA Class 1030 is an open class and you have an All Day Open fee setup; that box would need to be checked to include this fee when figuring all day fees.

People

The People Menu is used for adding or editing any individuals or organizations that your software uses. New people can be added through the several different areas of the system using the F2 key.

List View

By default, this box is checked and the screen below the edit buttons will list all of the people that are in the system. You are able to scroll down and select any of the people to edit their information.

Adding/Editing People Information

To edit a person's information, you must first Find it. You can scroll through the list and once you have the person highlighted that you want to adjust, click the Change button. You can also click Find and type in either the name of the person you want to find (last name; first name) or the @ sign and the registration number of the person you are looking for. You do not need to identify the approving association that you are searching within but you may be prompted as to which person you need if more than one is found with the same registration number.

Name
The name of the person must be entered as Last name; First name. Try entering just a few letters of the last name to see if the person is already in the system. If they are not, then proceed to enter the entire name. If adding 'Tracy Anderson', you would type in Anderson; Tracy. If you are not accurately entering names, the system will 'pop-up' a message asking if you would like to change it; it will do the change automatically. In order for reports to correctly display names, using the proper format is important.

An individual with a Jr. or Sr. in their name should be entered as Smith, Sr.; John in order for it to be displayed as John Smith, Sr. Organization names should be entered just as they appear. Example: Many Sunsets Farm is entered as is, with no semicolons.

HST Name
Horse Show Tracker people may have a different name listed than the one that is used in HSW. This field may be used for tech support on people in Tracker.

Association Information

The association section allows you to enter all associations for which a person holds membership. Information on each particular association (card types are necessary for the proper card information to be input here) should be added/maintained from the Utilities menu under 'Maintain Associations'. There is no limit to the number of associations maintained for each person.

An association default may be setup in the Utilities menu under 'Maintain System Preferences'. If most of the shows you hold are AQHA and that is set as the default association under 'Maintain System Preferences', when a person is added to your system, the association type automatically comes up as AQHA. If that person is not associated with AQHA, this field can be overridden with any other association type.

All association information is then displayed at the bottom of the screen.

If any of the association information needs to be changed for an exhibitor or owner, type in the association type and press Enter. The correct association information will be displayed and you can make the necessary changes.

Association number
The association number needs to be entered. On some associations, the exhibitor or owner may not be required to have a membership. These fields can be skipped or added to at a later date.

If an exhibitor has a 'novice' status the 'N' will automatically be included after typing in their membership number and putting a check in the novice status box (see 'card types' for more information).

Expiration date
The expiration date is the date their card or membership expires. The date can be typed in or you can click on the calendar button to choose a date.

Name on card
Defaulting to the name already input, you can adjust the name that may be listed on the membership card if it is different.

Additional expiration date
APHA's amateur status can have a different expiration date than the regular membership.

Select all classes
AQHA Level 1 classes are listed to allow for error checking. You can select all of those classes at once by checking this box.

See Front/See Back
If there is was a membership card uploaded to Horse Show Tracker, the See Front and/or See Back buttons allow HSW to pull those images up. Internet access is required to access those images.

Docs
The Docs box should only be checked if the association card has been seen or you have a copy of it.

Card Types
The card types are maintained on an association level in the Utilities menu. The card types that are displayed are those set up in the 'Maintain Associations' under the Utilities menu. Check the appropriate boxes for the member.

Basic Information

Address
The address field allows for two address lines, for an apartment or suite number. This field can be left blank if an address is not provided.

City, State, Zip, Country, Nationality
The city, state, zip and country should be included if the information is provided for an owner or exhibitor. Nationality is used on the Announcer's Report if different than the mailing address country.

Phone: Home/Work/Fax
There are fields for a home, work or fax number.

Mail Type
The 'Mail Type' is used for sorting some reports or labels. Any designation that you wish can be used. A 'mail type' of O may be used to show this person is an owner. Another mail type might distinguish members or non-members to sort out a mailing list.

Birthdate
The Birthdate field is used especially for youth members or for any other class that check an exhibitor's birthdate. This field can be left blank if it is not needed.

Sex
Used primarily in POAC, Sex is used to restrict hi-point awards. This field can be left blank if it is not needed.

SSN/Fed ID#
For some of the larger payback classes, it is necessary to have these numbers on all those who will receive money. Choose what kind of number will be used and type it in. The number can be entered without using any dashes or spaces and will be properly formatted based on the type of number entered.

Dues paid
Viewing only.

Year joined
Viewing only.

Current member
Use this box to designate if this person is a member of a local association you may be tracking points for; this flag is only printed on certain reports and is NOT used in any error checking.

E-mail
Enter an e-mail address, if provided, for your records.

Notes
This field can be used to enter notes that may be needed for an owner or exhibitor.

Professional Horseman
If this person is a Professional Horseman of their national association, checking this box will denote (Pro) next to their name on screens and reports.

Horses

Horses are generally added while putting in their entry, but you are brought to this screen when doing so. You may need to use this option to change a gelded horse's sex, to change ownership, or to make corrections.

When selecting 'Find', a horse may be searched for by typing in the name or by registration number (use the @ sign before entering the number). If the horse is not in the system, a message will be displayed and you are asked if you wish to add it.

List View

By default, this box is checked and the screen below the edit buttons will list all of the horses in the system. You are able to scroll down and select any of the horses to edit their information.

Adding/Editing Horse Information

To edit a horse's information, you must first Find it. You can scroll through the list and once you have the horse highlighted that you want to adjust, click the Change button. You can also click Find and type in either the name of the horse you want to find or the @ sign and the registration number of the horse you are looking for. You do not need to identify the approving association that you are searching within but you may be prompted as to which horse you need if more than one is found with the same registration number.

There may be a few categories in the horse window that are not used, depending on the breed and show. All fields do not have to be complete to save horse information or to run a show.

Basic Information

Horse Name
All names should be entered as they are.

Sex
Only one letter needs to be entered to pull up the sexes.

Foal Date
Entering the full foal date allows some sorting and reporting tools to use the full date of the horse's birth. If the foal date is entered, the foal year will be populated automatically.

Foal Yr
The foal year of the horse should be entered as a four-digit date, such as 1987.

Height
The height field will be used for the Pony of the Americas Club and Miniature Horse Association.

Association Information

The association section allows you to enter all associations for which a horse has membership. Information on each particular association (card types are necessary for the proper card information to be input here) should be added/maintained from the Utilities menu under 'Maintain Associations'. There is no limit to the number of associations maintained for each horse.

An association default may be setup in the Utilities menu under 'Maintain System Preferences'. If most of the shows you hold are AQHA and that is set as the default association under 'Maintain System Preferences', when a horse is added to your system, the association type automatically comes up as AQHA. If that horse is not associated with AQHA, this field can be overridden with any other association type.

If any of the association information needs to be changed, type in the association and press Enter. The correct association information will be displayed and you can make the necessary changes.

Registration/Licensee
Enter the registration or license number that corresponds with the association type entered in the previous step.

Docs
The Docs box is to be checked if the papers have been seen for that horse and association.

See Front/See Back
If there were registration papers uploaded to Horse Show Tracker, the See Front and/or See Back buttons allow HSW to pull those images up. Internet access is required to access those images.

Restrictions
The restrictions are maintained on an association level in the Utilities menu. Restrictions displayed are those set up in the 'Maintain Associations | Card Types' under the Utilities menu. Check the appropriate boxes for the horse.

Register of Merit
Any of these boxes should to be checked if this horse holds a Register of Merit for any of the checked divisions.

Additional Information

Owner Name/As of date
Horse Show for Windows can maintain more than one owner per horse. Generally, owner names should be entered as separate owners even if it is a husband and wife. The system will automatically combine their names for reporting purposes.

If the horse is already in the system but has a wrong owner, do a 'Change' and move down to the owner field. Type in the correct owner with the new 'as of date' and the last owner will be removed as primary. If the 'As of date' is left blank it will default to today's date.

Country of birth
Printed on Announcer's Report.

Sire/Dam
Some organizations require Sire and Dam information. These fields are also important to input when dealing with Unnamed horses.

Responsible Party
The responsible party is the person that is accountable for the financial statements. If a responsible party is not entered, the default is the owner.

The responsible party can be changed at anytime. If there is an owner change on a horse, the responsible party will also be changed to the new owner, unless a different responsible party was originally entered.

Default Trainer
Entering the trainer name on a horse brings up this name when the horse is entered into a show. This field can be left blank if it is not needed.

Default Breeder
Entering the breeder name on a horse brings up this name when the horse is entered into a show. This field can be left blank if it is not needed.

Slot Owner
A field to note a particular person/organization that may have sponsored this horse in a show. It is printed on the Announcer's Report if selected. This field can be left blank if it is not needed.

Notes
Notes can be taken on a horse or, perhaps, previous owners or trainers. This field is an optional field.

Type
An optional field that can be included in the Circuit/Hi-Point Awards reports to distinguish between different types of horses.

Coggins Date/ Location / Expires
This is for those shows that need to check Coggins test information on a horse. The Coggins date, location, and expiration date can be entered for every horse needed. Enter the date of the Coggins test, the location (state initials) and the date the Coggins expires. If a Coggins is not necessary for a show, leave the fields blank.

A checkbox on the Maintain System Preferences screen allows for a check of this date to make sure that a horse is compliant.

Paybacks/Checks

This feature is included in the Business Package and with NRHA/NRCHA/NSBA modules.

Manual Payback Entry

This function allows you to manually enter paybacks for a class. Upon entering the Class (by showbill or class number) and Go, the entries are displayed. If the payback function has been run, the amount that was calculated will be displayed. Highlight the correct horse and press Enter; you will be prompted for the correct amount.

Back #	Exhibitor	Horse Name	Payee	Place	Money Won	Appr Assn	Class	Show
250	Oltjen; Martha Lou	Finnish Me Flashy	Oltjen; Martha Lou	1	$250.00	AQHA	2408	
93	Pate; Anne Zindars	Good Sky Light	Pate; Anne Zindars	2	$125.00	AQHA	2408	
20	Deischer; Dennis	Designed By Zipper	Deischer; Dennis	3	$0.00	AQHA	2408	
169	Christiansen; Sylvia	Have Gone To Sonora	Audra Lynn Show Horses	4	$0.00	AQHA	2408	
7	Brickham; Michele	Wee Chips Can Do	Brickham; Michele	5	$0.00	AQHA	2408	
215	Johnson; Terry	Easy Dashem Flash	Johnson; Terry	6	$0.00	AQHA	2408	
193	Schwab; Roy*	One Hot Emotion	Schwab; Roy*	7	$0.00	AQHA	2408	
39	Mauritzson; Millie A	Chex Your Destiny	Mauritzson; Millie A	8	$0.00	AQHA	2408	
102	Ebnet; Mary	Hard Rockn Eddy	Ebnet; Mark And Mary	9	$0.00	AQHA	2408	
24	Dudley; Lynn E	Goin Thru The Motion	Dudley; Lynn E	10	$0.00	AQHA	2408	
29	Arnold; Diane	Zips Kilo Bar	Arnold; Diane	11	$0.00	AQHA	2408	

When you manually correct any amount, those amounts become frozen for that class and go. Payback calculations will not be automatically run once they are frozen. You may unfreeze these amounts and allow paybacks to be calculated again within the Show Information of that class and go.

Precheck Report

This report will show the list of unprinted checks for specified classes within the circuit. Write Checks will allow printing of all checks in this list. If you do not have the ability to print checks from this system (wrong check format, wrong printer, etc.), this list will give you the information needed to write your own checks.

A list of classes is displayed on the screen. Click on the check box next to each of the classes you wish to pay. There is a Select/Deselect All option.
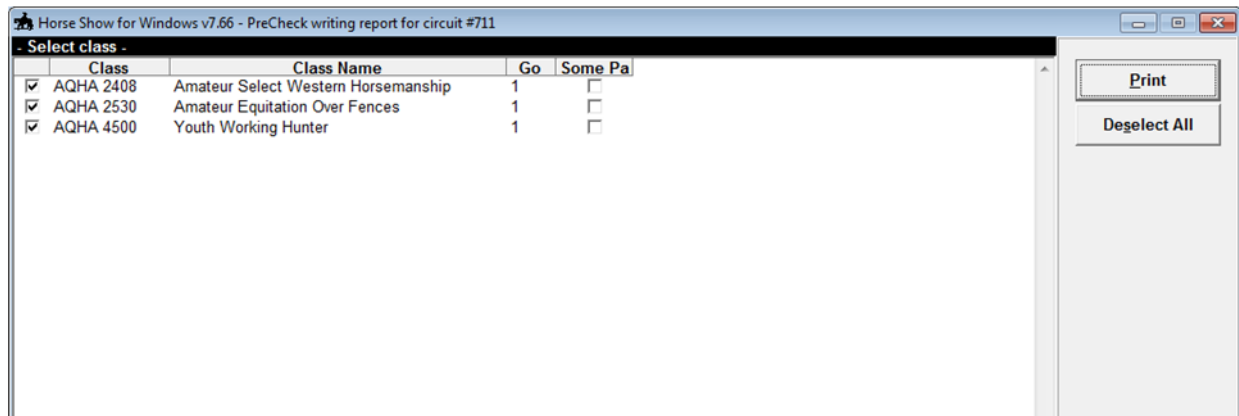
The payee, their social security number, and address will be shown, as well as the show, place, go, class detail, horse ridden, and amount. A running total of all checks will show at the bottom of the report.

Crediting winnings to statements

Before the report prints, you are asked if you wish to credit the responsible party's account with the amount to be paid. Choosing Yes adds a payment to that responsible party. There is a checkbox on the Maintain System Preferences screen which selects whether the entire amount is added to the statement or just enough to close the account (bring the balance to zero). If there is an overpayment, a check will still be printed with the extra amount.

Write Checks

This function will print checks beginning with the check number that you input. The default number is the original number input in Maintain System Preferences or the next number of the last check printed. You will be asked if you wish to use the Precheck Report list. Only the ENTIRE list from the precheck report can be printed; you may not print individual checks.

You can print a test check to verify that the information is printed correctly on your checks. This test is sent directly to the printer.

A memo line can be added and will be printed on EVERY check.

Void Checks

This function allows checks to be voided by number. Voided checks will NOT print on the register.

Check Register

This report displays a range of checks printed. You are able to print a detailed listing or a summary. A running total of checks in this range is included.

Association Retention Report

This report allows you to select the association you wish to report to and pulls up all the classes where %retained was set in purse calculations and gives you a total. Associations that are being held in the current working show are eligible; you can select more than one at a time but usually one at a time is best for reporting to the individual associations.

NRHA Show Tally Sheet

NRHA's show tally sheet filled in with all the information from the show. This report will only be enabled with the licensing of the NRHA module.

Profit/Loss of Classes with Payouts

A report to show entry counts and fees, income and purses. Create Vendor &File for Show

Create Vendor File for Show

A CSV file is created with all the payees in the show. All open classes are set to the owner as the payee and all other classes set the exhibitor as the payee.

Financial

The Financial area deals with fee types, maintaining charges, and prints reports and statements. Follow through this chapter for an explanation of each area.

Fee Type

All fees that are used within the shows are maintained here. Types can include everything from stall fees, cattle charges, and shavings, to class fees, drug charges, and all-day fees.

Understanding Different Fee Types

As shipped, the fee type file contains records for several payment options and one class fee. Since there are several reports that cumulate instances and total amounts of fee types, you can set yours up to track things at any level you choose.

Class
Class fees are connected to each class through the Classes area (this would make them default every time that class was entered into a show) or directly at the show level. You can set up your class fees generically for a group of classes (CLASSA, CLASSY, CLASSO, etc) or individually (CL1030, CL1031, etc). Any type of fee that would be linked to a class is considered a class fee. Even cattle charges that are mandatory for all entrants into a calf roping class would qualify.

Horse
Any fee that should be applied to each back number as it is assigned to a show is considered a 'horse fee' and are set up here but added to be charged at the Master Show level after the show information has been entered. Typical horse fees may include a drug charge, mandatory stall fee, or association entry cost. Once set up, these fees are automatically charged to the correct responsible party.

All-Day
In order to allow exhibitors to enter multiple classes without going into bankruptcy, some shows all an all-day fee to override class fees. Example: If each class fee was $20 and the all-day fee was set to $75, then after a person had entered their fourth class for the day, the all-day fee would kick in and charge the responsible party $75 and the individual class fees of $20 would be zeroed

out. These fees are set up in the same area as horse fees and are automatically billed/credited to the responsible party.

Miscellaneous

Most shows have a variety of fees that are charged throughout the course of a show. Association memberships, camping fees, golf cart rentals…these fees would be created here and added to a responsible party's statement manually.

Adding New Fee Types

Fee Type
You are given 7 upper case letters to 'code' your fee types. This code is used by the system to keep track of each fee.

Fee/Payment
Each type must be categorized as a fee or a payment. The system uses this information to add or subtract the amount from a statement.

Description
Your description of this fee type is printed on statements and shown on screens.

Display notes
Used by Horse Show Tracker to give more information on a particular fee.

Default Amount
Most fees are the same throughout the season. Enter a number here for those fee types where the amount is consistent. These numbers can be changed at the show level if necessary. Example: One of your ten shows has class fees that are $5 more due to location change.

Always show on Fee Summary report
Checked by default, you can uncheck this box if you do not want the feetype to show up on the Fee Summary report.

G/L Account
This field holds 10 characters and is printed on some reports and included in some exported data.

Check boxes
Fee types generally apply to certain things. As you add new fee types, check the boxes that pertain to the particular fee. Example: A class fee would tie to horse, exhibitor, and class; a drug charge would tie to just the horse; any all-day fees need to be categorized by checking the all-day fee box. This information is used by the program to list only those fees that pertain to the correct area you are working with.

Taxes

You can set up taxes to be applied to each of a particular feetype. Set up the tax with the correct percentage and the 'is Tax' box checked.

Each feetype that one or more tax(es) apply to should have that tax checked.

Taxes are applied at the end of each Responsible Party's statement.

Maintain Charges

This area tracks all charges for a show/circuit by the Responsible Party. Find the responsible party you want to work with by typing in the last name. Select the party by either pulling down the lookup menu or pressing Enter when their name is displayed. The charges for the responsible party are listed below. Once an individual is selected, you can add new charges or payments, change entered ones, recalculate all charges, or print an individual statement.

Adding Payments

Date
The current date is defaulted. A date can be altered by typing in a new one or selecting the calendar button.

Post Report #
This field may be utilized in future updates with a pre-entered report.

Fee Type
Pre-created payment types are entered here.

Amount
Enter the amount for this payment.

Description
This field is defaulted to the description information that was entered when the fee type was set up.

Document #
This field allows you to enter the check number or credit card validation for this payment.

Horse Show Tracker payment options

When using Horse Show Tracker for online entries, responsible parties have a credit card on file. If the Close out button is enabled, there is a card on file and you can close out their statement via that card. If they do not have a card on file, you can also use the Horse Show Tracker admin screen – Payment Processing screen (horseshowtracker.com/admin) to close out a responsible party.

Close Out
If this button is enabled, a credit card is on file with Horse Show Tracker. Clicking the button will charge the balance on that card. After a few minutes, the charge will post in HSW. Click the Refresh button to verify that the payment came through. If there were issues with the card, information will come through.

Sync Charges
If pulling up a responsible party on the HST admin Payment Processing screen shows a different balance than in HSW, click this button and then the Refresh button in HST.

Adding Charges

Date
The current date is defaulted. A date can be altered by typing in a new one or selecting the calendar button.

Post Report #
This field may be utilized in future updates with a pre-entered report.

Fee Type
Pre-created fee types are entered here.

Quantity
The default quantity is 1. Enter the quantity if there is more to be charged.

Price Each
Enter the amount for each quantity. The system will automatically multiply this amount by the entered quantity.

Description
This field is defaulted to the description information that was entered when the fee type was set up.

Stall Information
With any fee type beginning with STALL, you are able to include a Stall With person, arrival date, the stall # or other associated information, and any additional notes. This information will be printed on the Stall Report from Reports | Entries Reports.

Back Number
Charges added that are set up as 'class' or 'horse' associated fees need to have a back number added. An error will be given when trying to save a charge of this type without a back number entered or if the back number entered is not assigned to this show.

Exhibitor
Charges added that are set up as 'class' or 'exhibitor' associated fees need to have an exhibitor. The exhibitor is defaulted to one of those set up under the back number entered earlier.

Class

Charges added that are set up as 'class' associated fees need to have a class included. As with the showbill, the class is entered with the approving association number first and then the class code.

Statement

An individual statement can be printed directly from the charge maintenance area. You can export a statement to a PDF for emailing to the responsible party by selecting the PDF option in the Export to: box. The first five characters of the last name of the responsible party starts the file name so you can generate statement after statement and still know which is which.

Recalculate

Although each time a charge/payment is posted, the balance is updated, all-day fees can sometimes be charged incorrectly due to changes in entries. When a horse is deleted from a class, its corresponding charge is also deleted. However, the all-day fee that may have kicked in is not. Recalculate will go back through all the charges by class to verify all charges/payments.

Statements

At the end of the show/circuit and after all payments are received, using this function will print a statement for any responsible party that has a balance. You can also print ALL statements by checking the 'include zero balance accounts'.

You can enter a comment here that will be included on EVERY statement. This comment will also be saved for future use.

Earnings/Payments by Type

This report is a fee summary that includes fee types, description, usage counts, and total amounts. Circuit, show, or date restrictions are available.

Accumulation of Fee Type

A complete alphabetical listing of people who have the selected charge in their statement, this report can be run by circuit or by individual show. Total number and amount of the selected fee type is shown. The report can be filtered by start and end dates of the charge and include the description and document number.

Fee Type by Class

Restricted by class, you can print a report that shows all fees charged for each class along with the total amount received.

Delete Paid Charges

After printing any desired statements and reports, you should purge the Charge file of paid items by selecting this report. It will completely eliminate any statement with a zero balance.

Delete All Charges

At the end of a show or at the start of a new one, you may wish to clear out any charges that may have been left over. This command will empty the Charge file of all information and start with a clean slate.

Payment Balance

This report allows you to track all payments by date during the show. It is useful as a daily deposit report for pre-entered shows. You can choose to run the report any number of ways or by particular users. Once a report is run, you can post those payments so they are no longer included in future reports.

Outstanding Balance Report

This report allows you to have a quick look at all those responsible parties who still have outstanding balances for the current working show. If you use an OPEN feetype for their possible payment, the description of that payment will also be included.

Models

You can set up your own Payout and/or Point Models to be used during your shows. If you are using your own models, they should be setup before an actual show is entered.

Point Models

Points Models are used to determine the correct number of points to be awarded as results are entered. Up to 15 places are available for set up. If the points model differs based on the number of entries to a class, several models should be created using the same model number but a different maximum number of horses and points.

These models are used on a class-by-class basis or by circuit.

You will find a field in the Class field that allows you to enter the model number associated with that class. If there is no model assigned, the system will assume that the class will be awarded points based on a straight system with the maximum number of points decided by the approving association (AQHA is 9, APHA is 6, etc). No points model need be entered for the class if they are awarded in that manner.

Circuit points are awarded at results/scoring time but are setup under the show basic information and are the same for all classes in the show.

Adding Point Models

Point Model
The Point model is a number field only. Enter the Point model you want to use. Each *Point type* should use the same number.

Description
Enter the description of the point model. This will be used to call up the model in the show basic information area for circuit points and the class area for each individual class.

Number of Horses
The number entered here should be the MAXIMUM number of horses entered in the class for use with this model.

Points
After entering the point model, description, and the maximum number of horses, enter the points per place. Points can be set up to 15 places.

Example Points Model

The system is shipped with the Palomino Horse Breeders Association points model set (along with several others). Look it up in the program; it was set up using the following chart:

# of horses in the class	1st	2nd	3rd	4th	5th	6th
3	2	1				
4-6	3	2	1			
7-10	4	3	2	1		
11-14	5	4	3	2	1	
15 & Over	6	5	4	3	2	1

Payout Models

Payout Models are used to determine proper amounts for calculation of paybacks. Up to 30 places is available for setup. You may associate a percentage of the purse and/or a fixed dollar amount with each place. The amount awarded to the payee will be the greater of the two. If the entry count of a given class is less than the number of places set up, Horse Show for Windows will re-disburse using a combination of the percentage and fixed amounts.

Each model must have a Payout model, a description, and a minimum number of entries associated with it. If the Payout model differs based on the number of entries to a class, several models should be created using the **same model number** and different minimum number of entries and percentages/fixed amounts. When you change the pay model, only the model number is entered and as paybacks are calculated, the entry count of that class determines which of the models to use.

Adding Payout Models

Payout Model
The Payout model is a number field only. Enter the Payout model you want to use. Each *Payout type* should use the same number.

Description
Enter the description of the payout model. This will be used to call up the model in the Gos area of your showbill.

Pay
Use this field to enter how many horses will be paid for this model.

Number of Horses
The number entered here should be the MAXIMUM number of horses entered in the class for use with this model.

Places

Enter the paybacks by either a set dollar amount or percentage amount per placing. Up to 30 places can be paid out.

Example Model

The system is shipped with several models for your use. As an example, look up the NRHA – Schedule A model set in the program; it was created using the following chart:

NUMBER OF HORSES

# places	1	2-5	6-9	10-13	14-18	19-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	53-60	61+	# places
1	100	60	45	40	35	29	29	28	27	26	25	25	24	24	23	1
2		40	37	30	26	24	25	23	20	19	17	17	15	15	15	2
3			18	20	19	19	16	14	13	12	12	11	10	9	9	3
4				10	13	14	12	12	11	11	10	10	9	8	8	4
5					7	9	9	9	9	9	9	9	8	8	7	5
6						5	6	7	8	8	8	7	7	7	7	6
7							3	5	6	6	6	6	6	6	6	7
8								2	4	5	5	5	6	6	5	8
9									2	3	4	4	5	5	5	9
10										1	3	3	4	4	4	10
11											1	2	3	3	3	11
12												1	2	2	3	12
13													1	2	2	13
14														1	2	14
15															1	15

NRHA – Schedule A Payback Percentages

Awards

All-Around Standings

All-Around points are figured based on the association rules or a points model that is set up for the given class. Categories MUST be in place for the class to be included in All-Around tabulations. Calculations are done on a show-by-show basis by division, with qualified horses listed first in point order.

Detailed information is displayed at the bottom of the window. Standings will be viewed with the exhibitor's name, back number and points. If you change the show that you wish to view, you MUST reset the standings by choosing Recalculate.

Circuit Awards

The circuit awards can be figured several ways; All Classes, Divisional or Pre-Set Class Lists.

Setting up Pre-set Class Lists

Horse Show for Windows allows you to create your own set of classes that you wish to calculate total points for.

When choosing Pre-set class list, a box will pop up with your pre-set lists to choose from. Highlighting the list you want and choosing Select will start the print sequence.

When adding another list, a box with all the classes in the system is displayed. You are able to select the classes you wish to use. The selected classes will move from the left side of the screen to the right.

You can limit the list of Available classes to the ones in the current working show so that you can set up just with the classes you are holding.

Options are available to save the requirements/restrictions for this list; how to roll the entries up, restrictions by rider age/sex, horse age/sex, horse height, that all classes are required to be eligible, etc.
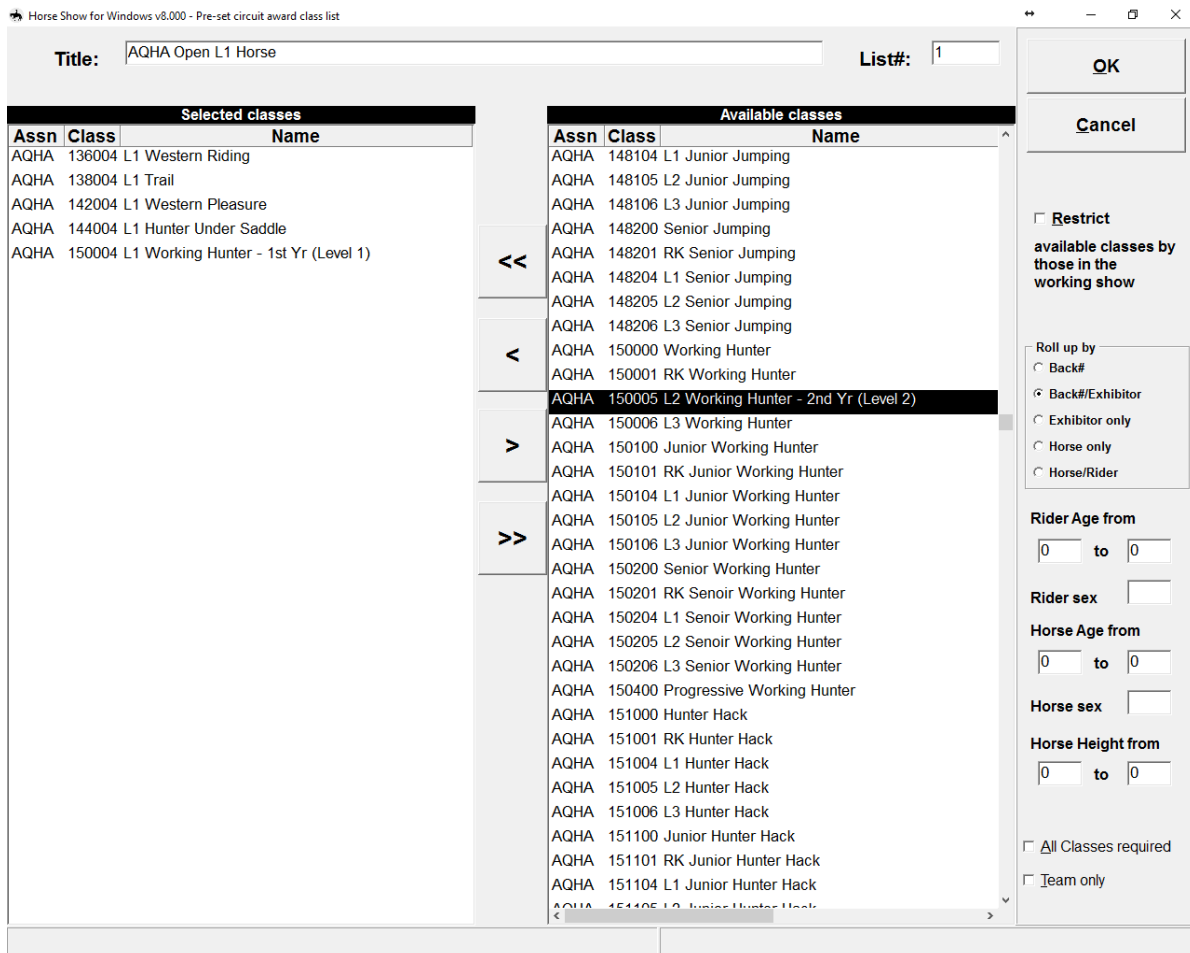
Printing Circuit Awards

Circuit number
Defaults to the First Show ID in the circuit to include all the shows in the circuit.

Specific Shows
You may select multiple shows to combine for awards (even if they aren't set up within the same circuit). Be careful of how your entries are done across all the shows – if by back number, the horses must use the same back number throughout all the shows you select. Click this button to select the shows to include.

Calculate using Circuit Points Model/Association Points
For each class in the system, points are awarded as results are entered. Two sets of points are created; Association Points and Circuit Points Model points.

For many classes, the Approving Association may have a set way to calculate points for All-Arounds or other means. AQHA, APHA, and NRHA classes are automatically calculated based on those organization's rules. PHBA rules have points awarded using a Points Model that also comes with the system and is directly set up for each PHBA class. Selecting Association Points will use these points (or any other Points Model you have set up under each individual class) to calculate Circuit Awards.

At the start of creating your show, you had the option to set up a Circuit Points Model that is used to calculate points for all classes. Selecting Circuit Points Model here will use those points to figure Circuit Awards.

Select How to Roll up the points
This report can be generated several ways:

By back number regardless of who rode the horse;

By a combination of the back number and the exhibitor;

By the exhibitor regardless of what horses they rode;

By the horse regardless of who rode it or what back number was used;

By a combination or horse and rider regardless of what back number was used;

Detailed Information/Summary
Detailed information lists each class that points were awarded for and is sorted by back number. Summary shows only total points and is sorted by total points.

Select by
Classes can be printed by Class code or Showbill (all the shows you select MUST have the same showbill listing in order for this to be done in showbill order).

From/To class to print
Classes to print can be limited to specific numbers or to include all.

Number of places to print
Enter the maximum number of places to print for each class in Summary mode.

Only Association
Enter an association if you want to restrict the results to only a particular association.

Include Member notation
The check box on the People screen that denotes a Member will be included here as a Y or N.

Page break between classes
Check this box to put a page break between classes; default is to print all classes one after the other.

Include all classes entered (regardless of placing)
Check this box to print all classes that a horse was entered even if they weren't awarded any points.

Include/Restrict age and/or sex of exhibitor
To verify that an exhibitor is eligible for a certain award, you can elect to print the age and/or sex of the exhibitor. You can also include a 'from' and a 'to' age or an M or an F to restrict the list to just those exhibitors within that range. All of these are maintained on the People screen.

Include age/sex/type of horse
To verify that a horse is eligible for a certain award, you can elect to print the age, sex, and/or type of the horse. All of these are maintained on the Horses screen.

Include # of shows/circuit
To verify that a horse is eligible for a certain award, you can elect to print the number of shows for this circuit that the horse has shown in.

Include # of classes and categories
To verify that an entry is eligible for a certain award, you can elect to include/restrict the list by the number of classes an entry has or the number of categories they have shown in

Only include those entries in ALL classes in list
Check this box to limit the eligible entries to those who showed in every class in your pre-set list.

Include only RHB or Breeders Trust horses
To verify that a horse is eligible for a certain award, you can include only those with the RHB or Breeders Trust box from the Horse screen is checked.

Reports

Horse Show for Windows includes many different reports to help make your show run efficiently. This chapter will go through each report and what each is used for. Some of these reports may not be needed for every/any show.

Entry Reports

Some of the Entry Reports are used more in the larger shows that receive entries before the show begins. If the Business Package is not included in your purchase, then some of these reports will not be accessible.

Error Report By Class/Showbill

This report is actually an entry verification and error report. The selections for this report will show all errors in a class or whole show and validate all entries.

The 'Validate entries before print' box should always be checked, especially when running the error report. If this box is not checked, it does not look for errors on entries because they are not valid. An error report will print if the 'Validate entries before print' is checked along with 'Include error messages' box is checked.

The report can be run for all entries or by a range of classes or showbill numbers. However, if the 'Print all entries' box is checked, there is no selection of ranges is allowed.

Error Report by Responsible Party

This report is only available for those who purchase the Business Package. It is similar to the Entries/Errors Report but errors are sorted by Responsible Party rather than class or showbill.

Entry/Stall Count Report

The Entry/Stall Count report will generate a report that will list all classes, entries and total fees per class. The total entries and fees are listed at the bottom of the report. All entry fees listed were setup in the 'Financial Menu' under fee type.

Class Entry Count Status

This is more a function than a report to show number of entries in any class.

Stall/RV Report

Using the Stall With field in the Charges area, this report pulls up all fee types starting with STALL and sorts by Responsible Party or Stall with. The report can be restricted by show or by circuit. It prints a total count of stalls and any notes included.

It also includes any fee types starting with RV.

Cross Reference Reports for Current Show

Several reports are available to double check information in a show.

Exhibitor/Responsible Party Listing

All exhibitors in the show will be printed. Information includes name, Association number and expiration date and birth date along with the Responsible Party associated with them.

Owner/SSN/Responsible Party Listing

Owner information for the show is printed including; owner name, social security number, city, and state. Back # and Responsible Party are also included.

Responsible Party/Stalled With Listing

A Back # report that includes Responsible Party and Stalled With from entry information.

Horse/Owner/Exhibitor

A back # report that includes the owner and exhibitor.

Shows Validation/Classes Held

This report generates a class listing for the working show. It can be sorted by class code or showbill and contains information on the showbill number, approving association, class number and name, and payback information. If 'Show gos for each class' is checked, the report will also include all information on each go set up through the showbill.

Show Schedule

The schedule prints in two styles; single (book style) or multiple columns.

In order to print in multiple columns, you should have a location set up for each class. The multi-column option prints the schedule with the location at the top of each column. It will change the orientation and size of the paper if more than 3 locations are found. Without locations, this report style will not print anything.

Book style prints on letter sized paper in order by date and time. If locations are input for each class, they will be printed as a header with all the classes listed under them. Without locations, this report style will print all classes in date, time, and showbill order.

Judges Cards

Cards can be printed generically or in specific AQHA, APHA, NRHA, NRCHA, or ABRA format. One card for each class/judge is printed. Cards are printed in showbill order but you can restrict

printing in case you only need a few at a time. The generic, AQHA and APHA also allow labels to be printed if you already have the cards. VRH/Stock Horse, NRHA, NRCHA, AQHA, and some ABRA judge's sheets also include entry information as well as maneuvers from the tablets.

Entry Sheets/Cards

Full page entry sheets can be printed that include all information from entries done online through Horse Show Tracker. You can also print for any entry in the show.

For the cards, two cards are printed per page with the class name, back number, horse's name, owner, and payee displayed. These can be used for the entrants to sign a waiver.

Announcer/Ring Steward Report

Report that lists all entries by back number or draw and includes pertinent information on the horse, rider, and owner. There are spaces for the place or time to be entered by the announcer as well. This report can be printed using the F6 key also.

Back Number List

A list of all back numbers in a show, a circuit or the entire year. The report can be sorted by registration number, horse name, back number, or Responsible party. It includes the back number, horses name, year foaled, owner and responsible party. Stalled With information can be included as well as the trainer and/or breeder. Coggins information and including the horse's Sire/Dam is also an option.

POAC format is included.

Results by Class

These lists print by class (one class per page), and list the horses that placed in the class. Entry count is included along with the actual number shown. Options to include owner registration numbers, classes with no entries, those not placed, and results for all judges are available. If you have the Business Package which includes the payback information, you are able to calculate paybacks before printing, print money winners only, and include any money won in the printout.

You can choose to print the Master Show results only, the Subsidiary Shows only, or all shows linked to the Master.

Results for One Back Number

This is a list of all entries and results for a given back number, separated by exhibitor. The report can include all shows in the circuit as well as money won.

Roster for One Show

The roster report will print information on all entries, in order by back number, with classes entered, exhibitor and owner information. Only the breed(s) or association(s) that are checked before running the report will print.

This report is in a format requested by certain associations and should be accepted by most groups.

Show Summary Counts

This report allows you to view the total entries for each individual class for a show. The report includes the showbill or class number (depending on which is selected), the class name and total entries for each class along with the number of scratches and the actual shown. Optionally, you can also include the total to run when holding classed concurrently.

At the end of the report, there are totals of entries per division and a total entry count. This provides an efficient way of tracking the entry levels for different shows.

Information for Publication

To send entry and/or result information to a publication for printing, choose this report. It prints Standings in place order and Entries in back number order. The report automatically includes the horse's name, owner's name, and owner's city and state. You are able to choose to include the back number and/or rider for the Entry listing and place, score, and/or number of places to print for the Standings report.

The heading for each class is the show and class name. Including the showbill, entry count, judge name or disallowing the show name is optional.

If you have the business package, you can calculate all paybacks before printing.

Listing of Class Codes

This list contains all of the information from the class file. Its main purpose is to act as an edit list to be sure that all information is correct.

People by Name

A listing of people names, association numbers, expiration dates, status and birth dates. The report can be limited by a minimum and maximum name. There is also the option to include addresses, phone numbers and email information. Since the program keeps track of which type of person each record is (exhibitor, owner, and/or responsible party) you can limit the type of person you want to include.

Horse by Name

The horse listing is similar to that of the people report.

Back Number Labels/Cards

This report is most useful for pre-entered shows. The large labels (for sticking on heavy paper and actually wearing) include the back number, horse's name, and class codes that the horse is entered into. The smaller labels (for sticking on the flip side of actual back numbers) include the horse's name, exhibitor, and showbill numbers.

Mailing Labels

Labels can be printed on laser labels or continuous feed. The order of the names can be by Name or Zip Code. The names can include exhibitors, owners, responsible party and others by checking the box of those that need to print.

To have control of what series of names will print, you can choose a minimum and maximum name to print selection. The labels may also be selected to print by Mail type. The mail type is setup in the People information window.

The 'Include people in currently selected show only' box is used on its own or in conjunction with the 'include classes/showbill' boxes if you wish to have mailing labels for only those people that are associated with the selected show and/or classes. Leaving these boxes unchecked will create labels for ALL people in your file.

Labels for Photographer

This report creates labels (by a range of back numbers) for owners and/or exhibitors with address in the system. Each label contains the back number and name of the horse and indicates whether the label is going to an owner or exhibitor. The margins would also need to be set here for label sizes, depending on the printer.

The report can be generated to a file in Excel format to be sent directly to the photographer or any other group that might need entry information.

Send to HST and Generate HTML with Index Page

Draws and results can be sent to Horse Show Tracker in bulk. CSV files of draws can be created to provide to the videographer and/or photographer.

With the proper module installed, Horse Show for Windows can create web pages (including an index to all classes) from your list of entries, results or draws

1099 csv File of People earning over $600

Creates a csv file of all the payee's that earned over $600 over a show year to use for 1099 reporting.

Utilities

The following functions are available by choosing the **Utilities** button from the Horse Show for Windows Main Menu. The Utilities menu allows the Horse Show user to perform various maintenance and setup functions.

Maintain Association

Horse Show for Windows comes with several pre-loaded associations. Many organizations are listed but pertinent information may be omitted. Check to see if the group you are doing shows for is listed and has complete data.

This information is used when adding classes to the class file (e.g. proper card types available), validating entries (e.g. registration number on file for exhibitor), scoring (e.g. scratches, DQ's, etc.), as well as payback information (whether scratches are included in entry count for purse).

The "+" signs to the left of each listing indicates more information available. Click on the "+" or use the up, down, right, and left arrow keys to see other information required for the chosen association.

To add or update information, select the association and choose the appropriate button. Please review these settings for accuracy of the needed information such as whether an association number is required, card types and relationships as needed for each association.

Adding Association

Code
Enter the code associated with this organization (AQHA for American Quarter Horse Association).

Name
Type in the name of the organization that the code stands for.

Requires Numbers for
Association numbers are required for many different organizations for horses, exhibitors, and/or owners. Check these boxes based on which the approving association needs for the classes. Example: AQHA must have exhibitor cards for the exhibitors and registration number on the horses, but not on the owners. So in this case the horse and exhibitor box would be checked and the owner would not.

VRH/Stock Horse
If this association is specifically a Versatility Ranch or Stock Horse Association, check this box so that certain options throughout the program will be available.

Association Cards

You can enter in the different types of cards that your organization uses.

Code
The Code is what you would use for the type of exhibitor card, such as 'Y' for youth card.

Description
The description field identifies the code. Using the example above the code is 'Y' and the description is Youth.

Kind
To differentiate between those for a person (P) and those for a horse (H).

Max Age
The Max age field should be entered if there is a maximum age on the type of card. Most Youth cards have a maximum age of 18. If there is no maximum age on the card you are entering, leave it blank.

Valid Relationships

Enter all relationships that the association requires (some may not). Multiple relationships can be entered.

Code
The association provides certain codes for each relationship (e.g. for AQHA, Z is for Self).

Description
This field describes the code for the relationship. Using the example above; if 'Z' is the code, the description would be 'Self'.

Valid Divisions

This area is very important Horse Show for Windows. Divisions have to be entered in order to save a class in the 'Class Information' window. They are used at the fee level for All-Day fees, calculating of points, All-Around and Circuit awards, and even reporting. Be sure to have all your divisions setup for every association that you use. Multiple divisions can be entered and maintained.

Code
One character to describe the division (e.g. 'O' is Open Division).

Description
Use this field for the description of the code entered for the division. If the code is 'O' then the description is 'Open'.

Valid Scoring Status

The valid scoring status is also very important in the program. Scoring statuses have to be entered to be able to give scratch or disqualify (or any other that an organization uses) to an entry. Each status used for scoring purposes must be added here. Be sure to have valid statuses setup for every association that you use. Multiple scoring statuses can be entered and maintained.

Code
The code is what you would use for a scoring status, such as 'D' is for 'disqualified'.

Description

The description field is for the description of the code entered for the scoring status. If the code is 'S' then the status is a 'Scratched'.

Placed

Is this status able to be placed? A 'Scratched' entry is not placed so it would not be checked. However, there are other instances that some scoring statuses other than Active would be placed.

Placing Sequence

The placing sequence is for organizations like NRHA that allow No Score entries and scratched entries to place, but they are different "levels" of zero.

Included in Payout

Is this status included as an entry in calculating the purse for a payout? A 'Scratched' entry is not placed but it is included in the entry count and the fees that horse paid is added to the purse.

Association Disk/File Creation

This function creates a file to send to different associations on disk. Format is pre-determined by the association.

Destination Drive

Choose the drive that you wish to create the file on. If you are mailing a floppy disk, this is commonly the A: drive. Some organizations allow files to be emailed; you would create your file on your hard drive (generally C) so it can be attached to a message. If you wish to send your files on CD you need to create the file first to the C drive and then burn that file to a CD using your computer's CD burning software (Roxio, RecordNow, etc.).

Destination Directory

Choose the directory that you wish to create the file in – default is the directory your database is in.

Default File Name

The default file name is the name of the file that will be produced for the association. This is pre-determined by the organization and generally shouldn't be changed.

Country Code for Non-US

The program searches its list of valid states; if exhibitors or owners addresses aren't in the US, this is the code that will be put in place of US.

Create

Click on the 'Create' button to start generating the file(s). If there are subsidiary shows attached to the master, you will be prompted between each show in case you need to change the medium you are creating the files on. Once the file(s) starts being created, an 'Abort' button will be displayed for canceling the disk creation.

If the file already exists on the disk or the drive, you are asked if you wish to overwrite the file or append to it. In the case of a new set of shows, definitely overwrite it; in the case of subsidiary shows, you can append to it and send the one file with multiple subsidiaries information although most associations prefer one file per show.

Duplicate Classes/Entries

This function copies classes (and entries) from one show to another without having to re-enter the same classes (and entries) show after show. This is especially convenient for a show with more than one show number or judge.

Choose which show the classes (and entries) need to be copied from and which show they are being copied too. The basic information of the show has to be setup prior to trying to duplicate classes (and entries). If just copying classes, subsidiary shows do not need to use this function; their classes are automatically taken from their Master Show but if you are duplicating entries also you need to set up the basic information for those shows as well.

You always have the option of adding or deleting classes (and entries) after duplicating.

The Source Master Show is the show you will be copying from. The Destination Master Show is where the show information is being copied to; click Copy to start the process. The status of the copy is displayed as it is working.

Combine Classes

Your show may hold various classes that aren't full enough to warrant the time the judges spend in the ring. This option combines multiple classes into one. Each association has different rules on combining different classes so refer to your association's rule book on specifics.

The class code that will be used in combining the classes must be entered in the Class Information screen as well as the Showbill listing of your show before combining classes.

Class to combine
The class numbers that are being combined need to be entered here with commas separating the class numbers but no spaces (see example below).

Class to add entries to
Enter the class code that the above classes are being combined into.

Click on the Combine button (Alt C) to start the process.

Example: Class number 428700 Youth Barrels (13 & Under) and 428800 Youth Barrels (14-18) are being combined into one class number 428000 (Youth Barrels). 428700,428800 would be entered into the first box and 428000 into the second.

Generate Back Numbers

This function can be used whether you want to use all random back numbers for the entire show or would like to use some random and some manual. Back numbers can be generated either before adding entries or during.

If back numbers are generated after some entries have already been made to a show, the numbers will not be duplicated. There is also the flexibility of being able to enter manual back numbers even after ones have been generated. However, the back numbers have to be entered before the horse name is entered and added or it will automatically generate a back number. Once a back number is entered for a horse, it cannot be changed. This is a 'safety' feature in the Horse Show system as it links records to a horse.

Validate Entry Status

This function runs a validation on all entries in the working show.

Working Order Draw

The working order draw can be done by showbill or class number and by 'Go'. The 'Horses between same rider' allows you to enter a number to force that many horses between exhibitors that are riding multiple horses (to give them time to get on the next horse in into the ring).

Working Order Draw report prints in back number order, working order draw, or reverse draw order. Select the proper criteria that you want included on the report.

Select Qualifier

Use this utility to choose who qualifies in certain classes and gos. 'Gos Held' under the showbill needs to be setup correctly. Refer to the Shows chapter for more information on setting up types of qualifiers for a Go.

This function is important in running classes with more than one Go. It is especially critical in NRHA and NRCHA classes.

Select the showbill or class number and the Go that needs qualifiers. The class number, name, and how it is scored will be displayed. You have several options;

Find
This allows you to select a different class or showbill to work with.

Add Entry
The 'Add Entry' is for manually entering who is qualified for the selected go by entering the back number.

Delete Entry
Delete any individual entries from the qualified list if any errors were made.

All Entries
The All entries button will put all those entered in the class qualified for the Go you are working with. If entries are already selected, a message will be displayed telling you entries have already been selected choosing All entries will delete the current selection and choose whether you want to continue.

Top X Places
The 'Top X Places' function will ask which go to pull placing from and the maximum rank (placing).

Print List
The 'Print List' function will print the list of qualified entries for the go.

Update with Manual Draw Sequence

If you need to change a draw sequence manually, you will use this utility. Once the class is selected, the entries will be listed along with the draw number. The 'Edit Draw' button will update the draw or entry that is highlighted after you type in the new draw.

Switching Entries by Responsible Party, Exhibitor, or Horse

CAUTION: Use of this utility switches EVERY instance of the person or horse in the show with a different one.

This function is convenient when you need to change a responsible party after charges have already been sent to the wrong person. It is also handy if an exhibitor is injured and needs to be switched to a different one.

Change
Select which information needs to be changed, whether it is responsible party, horse (by name or by back number), or exhibitor.

From
Enter the original person or horse (name or back number) here.

To
Enter who they are being switched to.

After the criteria is set, click on the change button. When the switch is complete, a message box will be displayed the change has been made.

Maintain Locations

Organizations that have more than one arena running at one time can use this utility to keep track of locations. These locations are maintained here but entered in the individual gos.

Reset All Charges

To re-calculate all fees in a show, run this function. If class fees were entered incorrectly or added to classes after entries were made, this will reset everything.

The charges will be re-calculated and will reflect changes on individual statements. While the process is figuring, you will see a message next to the progress bar at the bottom of the main screen. You will be notified when the process is complete.

Purge Old Horse/Exhibitor Information

All horses and people are updated with a 'last used' date during the usage of Horse Show for Windows. Keeping old records takes up space and generally makes your system run slower. Purging information cleans up your database of horses and people that haven't been used since an inputted date. Doing a back-up before running this function is highly recommended as *this process is irreversible.*

Example: If 12/31/99 is entered in the date field, the records from that date and earlier will be deleted.

Year End Database Clear

The Database Clear function deletes ALL shows, entries, and back numbers; if a show year is input, it will limit the deletion to that show year, otherwise it will remove all show information from

the entire database. People, horses, and class/association definitions are maintained. <u>Doing a back-up before running this function is highly recommended as</u> ***this process is irreversible.***

Re-sync Entry Count

If you feel that your entry counts have gotten out of sync from too many deleted entries or scratches, you can run this function to reset the proper counts.

Recalculate Points

Changed a Points Model in multiple classes? Added a Circuit Points Model to your show? No problem. Running this utility will recalculate all points based on the new information. Recalculate by class or the entire show.

Reset Results Records

If you have entered information incorrectly, for the wrong class, or you need to delete an entry and results have already been entered, you can reset the results records for a range of classes, by showbill or class code.

Swap a Judge for Working or All Shows

If you have a change in judges, you can use this function to swap one judge for another without deleting the judge from each class and re-entering it. You have the ability to swap the judge for the entire show or just a range of classes.

The range allows you to input one judge for the entire show but then switch for a different judge who might be judging just a select group of classes.

Reset All Judges for Working Show

If you have a problem with results not mapping to each judge correctly or you have input the incorrect judges for a show, you can use this function to clear out judge information for the working show. Judges should then be re-entered through Show Information or Results/Scoring.

Compact and Repair Database

Microsoft Access database errors can sometimes occur. If you seem to be getting database errors, try running this function. A database repair is not need each time there is an error unless the errors seem to take a 'domino' effect to the system. Before doing a repair, try exiting out of Horse Show for Windows and going back in. If this does not seem to help, run the database repair.

If you are locked out of the system because of a database error, there is a stand-alone program included in the installation to repair errors. Run ctdbUtil.exe from the HrsWin directory outside of the system and choose Compact and Repair.

Maintain System Preferences

Before using Horse Show for Windows, please make sure to check that all the values in System Preferences are set correctly. Some functions in the Horse Show program rely on these values. It will make the entry and report process run smoother and eliminate unnecessary errors if these values are set correctly.

User Name
The user name is the Licensee that FunnWare Development gave you after purchasing the software. The user name is found on the license sheet and should automatically be set after serialization.

Default area code
The default area code is set up as a time saver for data entry can always be overridden. This field can also be left blank.

Default Association
Enter the association that is generally used for your shows. If most of the shows are AQHA approved, then that should be used in this field. It can always be overridden.

Next Check No.
For use with the Payout check option turned on by the Business Module. Whatever check number is entered in this field is the check number the system will start with and print on the check stubs. Number will be incremented as checks are printed.

Back numbers start from and to
Back numbers can be assigned or generated between these numbers.

Default Payee to
The default payee can be the responsible party, owner or exhibitor. The default set up here is used when adding a horse or entries to a show. This field can always be overridden.

Default Responsible Party to
The default responsible party can be set to None (you are prompted each entry to enter it) or Default/Previous/Owner which will first grab the responsible party in the Horse table; if it doesn't find one, it will look to previous shows; if it still doesn't find one, it will put in the owner. This field can always be overridden.

To print on statements
Select the kind of points to print on statement; Circuit points are calculated based on the Circuit Points Model attached to the show overall and Assn points are based on the points model attached to the individual class (or for AQHA on their 9 point all-around system and for APHA it is on their 6 point system).

Registration Information
The registration information is the serialization that was entered when serializing the program. The maintenance date and options or modules purchased are included. This information can be important when needing Technical Support but is not be edited here.

Use auto add for People/Horses
Auto add allows for automatic addition of people and horses when that person/horse isn't already in the system. You will be taken directly to the People or Horse Screen to input their information.

Automatically start Show Wizard
With this box checked, the Show Setup Wizard will start when selecting Add Show from the Show Information screen.

Find Back# thru non-circ shows
Back numbers are generally shared across the circuit. Checking this box has the program go beyond the current circuit to draw in a horse that has used this back number in previous shows.

Check for errors during entry addition
As each entry is added, the system will check for errors and pop up a box when errors are detected. You can print an error report at that time or when you are finished. If you turn this off, you can still find errors by running the Entries/Errors Report.

Check for up to date Coggins test
Check a horse's Coggins date against the date of the show to verify it is up to date.

Show details on statements
With this box checked, statements will include showbill number, approving association, class code, and description of the charge. Without the box checked, only the class name will be printed.

Print SSN/FedID on statements
With this item checked, the social security number or federal identification number will be included next to the responsible party's name.

Include Phone/Email on statements
With this item checked, the phone number and email address will be included under the responsible party's name.

Show totals on statement by Back#
Checking this item will sort charges by back number and print totals for each back number under the same responsible party.

Include error messages on statements
For pre-entered shows, many show managers send statements out to their exhibitors to verify their entries and ask for missing information. The error messages that are generated through the error checking can be included so that an exhibitor knows what information is needed.

Ask to Generate Back #'s
If your organization doesn't use specific back numbers and you want to assign them yourself, you can turn off the feature that asks you to generate back numbers for each show.

Delete class fee when scratching entry
If scratches do not have to pay the class fees, check this box to delete fees when an entry is scratched.

Allow zero fees
For some classes (youth, pee wee, etc) you may not charge a fee. However, you may want that fee to show up on the statement to verify that the horse was entered into the class; as well as show results on the receipt. Normally, setting a charge to $0 would delete that charge from the area. With this box checked, when you change a fee to $0 you are asked if this is a zero fee and allow it to be added if you choose.

Use mobile tablets
Check this box when using mobile tablets with this show/database. Be sure that you are running the Utilities -> 5 (ADMIN ONLY) Enable Processing for Mobile Tablets and/or Online Entries function.

Use online entries
Check this box when using online entries with this show/database. Be sure that you are running the Utilities -> 5 (ADMIN ONLY) Enable Processing for Mobile Tablets and/or Online Entries function.

Use Horse Show Tracker
Check this box when pushing draws, results, and entries for this show/database.

Calculate paybacks with Standings
To automatically calculate any paybacks for a class when all the information is set up.

Automatically generate Grand/Reserve entries
With this box checked, grand/reserve entries are automatically generated without needing to use Results/Scoring to do so.

Add the total of winnings as a credit
When utilizing the payback functionality of this software, you have the ability to credit winnings to a responsible party's statement. With this box checked, the total amount of the winnings will be posted as a payment. Otherwise, the amount will vary depending on the amount still owed at the time of the printing of the pre-check report as it will post a payment to bring the balance to zero.

Show total entry count for L3 classes
AQHA's L3 classes award points based on all horses in L3 and L2 classes when they are held together. Having this checked will show the total entry count that includes all entries in the L3 and the L2 classes.

Use total entry count for points in L2 classes
Having this checked will show use the total entry count that includes all entries in the L3 and the L2 classes to calculate points.

Allow for 2nd Go declarations
Used primarily for the NRHA Futurity, checking this box gives you additional information on the entry screens and qualifying horses into 2nd Gos as needed.

Mailing Label Printer
The mailing label printer needs to be set to which printer will be used for printing labels. This can either be a continuous feed printer or laser/jet printer.

Check/Back number printer
If back numbers are going to be printed, the printer needs to be specified in this field.

Default back number tray
The back numbers may print from a certain tray of a printer, depending on the type of printer used. If the printer has more than one tray, specify which will be used to pull back numbers from.

Serialize

Serialization of Horse Show for Windows turns a demo into a 'live' version. If the program is in demo mode, only 50 horse records are allowed to be entered into the system. Once you have purchased the system, you will receive a Licensing Agreement.

Depending on your needs, different modules can be purchased. The serialization process is described in more detail in the beginning of the manual. A serialization letter provided by FunnWare Development includes Licensee, serial number, a registration code, update service date, and the modules that were purchased.

Use Draw # for Back Numbers (NRCHA only)

Many shows use the draw sequence in a class as the back number for the horses in that class. This function will replace all back numbers in the ENTIRE SHOW with the draw sequence of each horse plus the starting back number entered. This action is irreversible so be sure that this is what you mean to do before running it.

If you just need to swap one back number for another, use the Switching Entries by Responsible Party, Exhibitor, or Horse function.

Manual Override of Points

If you need to change the amount of points that the system has awarded an entry, you will use this utility. Once the class is selected, the entries will be listed along with the number of points they have been awarded. The 'Edit' button will give you the ability to change the number of points awarded for either the Association points or Circuit points.

Manual Override of Placing

If you need to change the placing that the system has awarded an entry, you will use this utility. Once the class is selected, the entries will be listed along with the placing they have been awarded. The 'Edit' button will give you the ability to change the placing given. This will NOT adjust any other placings so you will likely need to change more than one unless you are breaking ties.

Purge of Membership Card Data

This function allows you to remove all membership card status for all people under a given association. This allows you to start fresh each season with no assumptions that the card statuses (novice, youth, levels, etc) are still valid.

It is recommended that you take a backup of your database so you will be asked if you want to do that.

Purge Excess Back #s

Occasionally, entries are duplicated in the database causing more than one line of that entry on some reports. This function will check for duplications and remove any extras.

Maintain Pattern Maneuvers for judge score sheets

Set up maneuvers for class codes to print on many judge score sheets.

(ADMIN ONLY) Enable Processing for Mobile Tablets and/or Online Entries

This should be run only on the main computer with the database and show services installed and running and allows for processing of results and gate information from tablets as well as

importing the entries done via Tracker. Leave this instance of HSW up and open a new instance of HSW if you need to use the main computer for entries, results, or printing reports.

Backup/Restore

Backups are very important and should be done regularly. If a computer crashes or a database becomes corrupted, you will be starting from scratch with no show, horse, or people information.

The minimum recommendation is to backup your database at the end of the day of each show. Backups can also be done several times during a day when running a show as you never know when a file corruption will occur especially in a network situation.

To/From the Actual Database Folder

The system will prompt you to take a backup when you exit if a backup has not been done in over three hours. It will create a file called ShowBackupxxx.bak.

Restoring the ShowBackupxxx.bak file is as easy as renaming the original SHOW.MDB file in the database folder to something different and then renaming the last ShowBackupxxx.bak file to SHOW.MDB. Windows will note that you are changing the extension of the file and verify that you want to change it. HSW should be closed when you are doing this.

To/From an External Source

The file to backup is **SHOW.MDB** and generally resides in your HrsWin folder. The file can be directly copied to an outside source (zip drive, external hard drive, jump drive, stick drive, etc.) through Windows Explorer (Start | All Programs | Accessories) or can be burned to a CD using your computer's CD burning software (Record Now, NeroExpress, etc.). The default directory to find the file is C:\HrsWin.

Restoring the database from an external source is as easy as copying the SHOW.MDB file from your outside source back into the directory where the program sits (C:\HrsWin is the default directory upon installation). HSW should be closed when you are doing this.

Glossary of Terms

Term	Definition
All Day Fee	A fee that is added to a responsible party's statement when an inputted maximum amount has accumulated by the entering of certain classes.
Concurrent Classes	Separate classes with separate entries that are held at the same time with all the entries from all the classes either in the arena together or running back to back to the same judge(s) are said to be concurrent. HSW allows classes with separate entry fees and results to be connected in a such a way as to have one draw and for entering results without having to know which entries are in which class.
Default fees	Fees attached directly to the class that will automatically be added when class is incorporated into a new show.
Fee Types	Term used to denote each fee that is set up for the software to track.
HST	Abbreviation for Horse Show Tracker
HSW	Abbreviation for Horse Show for Windows
Master show	A slate of classes constitutes a master show. It used to input entries and collect results (regardless of the number of judges in the ring); Individually judged shows have one master show; Double Judged and Split/Combined shows have one master show per slate of classes and one subsidiary per judge in the ring under each master show.
Showbill	A listing of all the classes in a show…every class has a showbill number (generally the order in which the classes are held) as well as an association code
Subsidiary shows	Shows created UNDER the Master level with the ability to distribute individual judge information

Technical Support

If you are having trouble with our software, please read the following for procedures on how best to proceed. You can also check the next chapter for FAQ's and Tips.

Trouble with the Installation

When Horse Show is first started, it looks in the current directory to find the Horse Show database. If your Horse Show database has moved or been deleted, Horse Show will not be able to find it there. If the files were moved, you need to change the start in directory in your shortcut to point at the new location. (Right click on the shortcut, select properties and type in the new directory where the database can be found.)

Other Support Resources

Our web site www.funnware.com has current information on Horse Show for Windows, including an expanded FAQ page (frequently asked questions).

If you have purchased an annual support agreement for Horse Show, we will assist you as agreed upon in the Horse Show Maintenance Contract. Other registered users of Horse Show calling for support will be billed at our standard rate as outlined below.

Updates

Updates are done periodically and may include changes in classes or regulations by an association, new functions, or fixes to the program. Your Update Service Date shows the last date that updates are available under your current Maintenance Contract. Contracts are renewable each year (see below).

Technical Support

Technical support is available for all registered users by phone or E-mail. Contact us at support@funnware.com or (877) 464-8282.

All assistance is billed in quarter hour increments.

Phone support is charged using the time spent on the phone (which may include call backs) and any time spent compiling your request. E-mail fees are based on the time it takes to check out the situation and reply. Errors to the program are never charged against your support time.

Support Rates

Office hours:	**$75/hour**	(Weekdays from 8am-5pm EST)
After hours:	**$100/hour**	(Weekdays from 5pm-10pm EST, weekends from 8am-10pm EST)
Emergency:	**$125/hour**	(10pm-8am EST)

Maintenance Contract

A yearly **Maintenance Contract** saves you time and money while allowing your E-mail and phone support to be completed with a minimum of fuss. If you have Internet access and can download the updates, the **cost is $175.00**. Without Internet access where we mail you CD's and printed documentation, the fee is $225.00.

Your Maintenance Contract includes:

- Yearly updates

- $200 credit toward technical support (see rates above)

- 50% discount on all support after credit is depleted

These **contracts are optional** and can be purchased at any time. They run from the date of purchase to the end of the calendar year.

FAQ's/Tips

The Frequently Asked Questions and Tips will help with some general overall questions you may run into.

Frequently Asked Questions

The program is asking for a password ... I've just installed it and haven't set any up yet.

The initial password to the program is super (for supervisor) which gives you supervisory rights to all aspects of the system

Why do I keep getting a pop up asking if I want HSW to make changes to my system?
With the need for administrator privileges in doing many of the new features of HSW, Windows wants to ensure that your computer is being protected and will request that you confirm you know that hshow.exe is a valid application.

"User Account Control (UAC) **helps prevent malware from damaging a PC and helps organizations deploy a better-managed desktop**. … UAC can block the automatic installation of unauthorized apps and prevent inadvertent changes to system settings. UAC allows all users to log on to their computers using a standard user account."
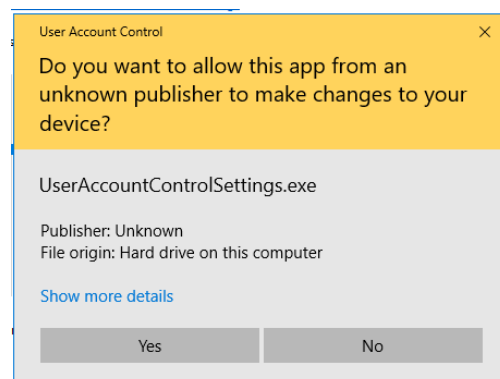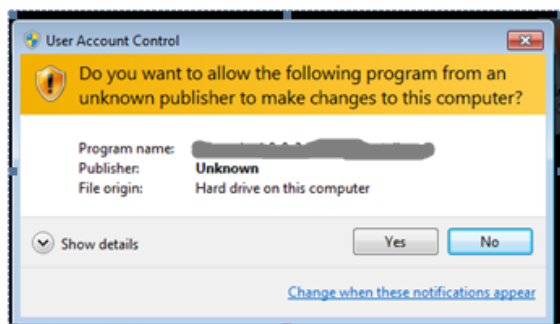
How do I set up all my HSW icons to Run as Administrator?

Many of the newer features of Horse Show for Windows require administrator access. The HSW icon that the main installation creates will automatically be set up with administrator privileges. If you need to adjust any other HSW icons (including the one you may have pinned to the task bar), right click on the icon and choose Properties from the bottom of the pop-up menu (task bar icon needs two right clicks – one on the task bar icon and another on the icon on the pop up). Click Advanced and then check the Run as administrator box and click Ok. Click Ok again to save and close the Properties window.

When running HSW through these updated icons, you will be asked if you want to allow this app to make changes to your computer. Say Yes!

What are the FW Services and why do I care?

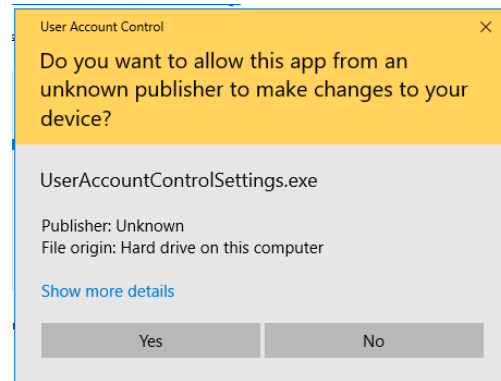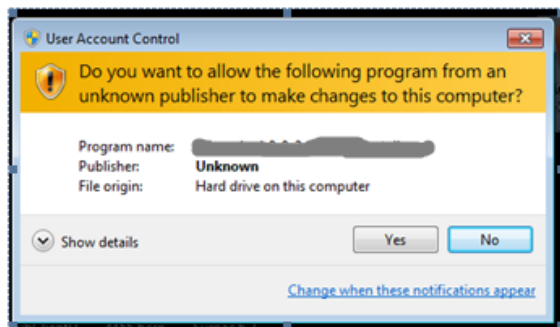Upon initial installation of HSW, all the FW Services will be installed and set to start up automatically. They connect the HSW database to the tablets for gate keeping and judging, to FastAnnounce for quick announcing, and to Horse Show Tracker for online entries, draws, and results. They are turned off and on as needed through HSW. FWMonitor is designed to show the status of all the other services and allows stopping/starting.

Icons are created to pull FW Monitor up directly as well as FastAnnounce on the main computer.

If FWMonitor does not appear to be running, click your Windows icon, type Services and click open to pull up the Windows Services application. Listed alphabetically, you can scroll down to find the four FW services as noted below. The status of each as well as the ability to start and stop them is available.

FWMonitor – runs through port 7000 in a browser (ip address : 7000); shows status of all other services and allows stopping/starting

FWShowServer – connects the HSW Access database to the tablets, FastAnnounce and the Tracker

FWTrackerFeeder – connects the HSW Access database to Horse Show Tracker

FWFastAnnounce – allows the running of FastAnnounce on the 5000 port

How do I use more than one computer at the same time to run my shows?

Horse Show for Windows is a fully networkable program. As the back-end database is currently Microsoft Access, there are a few limitations. Size can't go over 2G (extremely rare for our users) and the number of computers actively writing to the database should not exceed four/five or you'll start seeing major speed issues.

The software itself only needs to be loaded on one computer. The database also sits on that computer usually in the same directory as the program. The directory is then shared across the network allowing all users complete access. Sharing the folder is done easily through Windows Explorer (watch a video on YouTube to see how it is done on [Windows XP](#) or [Vista/Windows 7](#)).

Networking can be done any number of ways. Peer-to-peer is generally easiest with two computers, where the computers are connected directly to each other with a cable. With more than two computers, a router is the better way to go where the computer with the program and database is connected to the router as well as any other computers in the network.

Wireless networking is NOT recommended for any database program and all computers that will be writing to the HSW database should be hard-wired. Wireless connections are prone to drops and if the network has dropped while HSW is writing to the database, data may be lost and the potential for corruptions is high.

Once the folder is shared and the network is up and running, secondary computers will access HSW through the network. An icon on the desktop of the secondary computers can be setup for direct usage (watch a video on YouTube to see how it is done on [Windows XP](#) or [Vista/Windows 7](#)).

Printers can be connected to the network itself (also wired into the router) or connected to each individual computer. HSW uses the Windows printing capabilities so if your printer is accessible through Windows, it should also be accessible through HSW. You can change access to the printer from any Printer Setup box in any of the report restriction screens.

I have networked my computers but am getting an error (ex. Active users exceed limits) when opening the program on the additional computer.

If you are receiving an error opening the program on a second computer, verify that your Sharing and Security on the HrsWin directory has the 'Allow network users to change my files.' box checked (WindowsXP) or that it is also completely shared with Everyone with read AND write access (other version of Windows).

In a networking environment, only the computer that acts as the server can get into the program. The other computer(s) are giving an error message and won't open the database.

Microsoft Access has most likely locked the database internally. To unlock it, follow the steps below:

1. Make sure everyone is out of the program on all computers.

2. Open Windows Explorer; on the left side of the window, find and highlight the directory in which HSW resides.

3. On the right side of the window, right click on the SHOW.MDB file (may only be listed as SHOW) and select Copy.

4. Right click anywhere on the right side of the window and select Paste (this will place a Copy of Show file in the same directory).

5. Again, right click on the original SHOW file and select Rename; change its name...LockedFile.mdb (you may or may not need the .mdb extension...depends on if you get a message regarding changing extensions).

6. Right click on the Copy of Show file and select Rename; change its name to SHOW (or show.mdb again if you require the extension).

This should reset the locking that Access put on the database and you will be able to get back into the program from all computers in your network.

If all judges are the same for each class, do I have to enter them in for EACH class?

No. If you have one (or more) judges used for all the classes, you can enter them in all at once. **After ALL your classes have been set up**, select the first class and click on the first Go. As you add your judge to this first class you will be asked if this judge is for ALL the classes. Entering 'Yes' will apply that judge to each class in your showbill. This pertains to subsidiary shows as well. Once you have entered a judge (or judges) into one class you will no longer get that question and will want to *Reset All Judges for the Working Show* (from the Utilities menu) to set them all again.

A different judge than I input will be judging. How can I fix it?

If you have made an error or a change has been made to who is judging, you can use the Reset or Swap Judges functions from the Utilities menu. If you plan to just delete a judge from a class in the show, you will need to delete the judges from the bottom of the listing first even if the first one in the list is the incorrect judge. When judges are added to a show, they are put in data fields called 'Judge1', 'Judge2', etc. When you delete one judge from a listing of multiple judges, the program DOES NOT move the judges from one field to another (i.e. if you delete Judge1, Judge2 isn't moved into field Judge1) and the software sees an empty field for a judge and thinks there are no judges and therefore no results.

Is there an easy way to tell an exhibitor how many horses are in a class?

From the Extras menu (hit the F6 key), select Class Entry Status to view all the classes. The total number of entries and the number actually shown can be viewed for all classes in the working show.

There is also a stand-alone program called Entry Count Display that is installed along with Horse Show for Windows. You can set up an additional computer that is attached to your network and run that program. It connects to the same database that you are entering into and continuously scrolls through the classes in the selected show for exhibitors to view.

What are concurrent classes?

Separate classes with separate entries that are held at the same time with all the entries from all the classes either in the arena together or running back to back to the same judge(s) are said to be concurrent. HSW allows classes with separate entry fees and results to be connected in a such a way as to have one draw and for entering results without having to know which entries are in which class.

How do I set up classes to run concurrently?

When in the Go area of a class being added to a show, the Held With field tells HSW which classes to run concurrently. By default, the Held With will be the class code of the class you are adding to the show (all classes are held with themselves). All classes running concurrently will have the same Held With class code.

For AQHA Leveling, change the Held With of the Level 2 class to the class code of the Level 3 class (which should already be listed in your showbill).

Why are there two AQHA class codes for what seems to be the same class?

AQHA has set up class codes for the leveled classes along with the original class code. In order for them to be able to distinguish between a regularly held class and a leveled class set, they are using difference codes for what would seem to be the same class.

If you are not leveling, you will use the regular class code which ends in 00.

If you will be leveling, you will use the 06 code for the Level 3 class along with the correct leveled class code for Level 2.

What's the correct setup for leveled classes?

If you are holding leveled classes together, you will use the 06 of the class for Level 3 and the correct leveled class with the Held With class set to the 06 class so they are concurrent.

For example: if you are leveling Yearling Mares (originally 1054), you would add 105406 and 105403 to your show and change the Held With field of 105403 to 105406.

If all the horses are in the class together, how does anyone tell which horse is in which class?

When you print Announcer/Gate Sheets for concurrent classes, you should use the class code (versus showbill) and select the Held With class code as the one to print. All the horses from both classes will be included on the same sheet. Under the owner's name, the showbill#, the approving association, and the class code of the class that the horse is entered in will be listed (you can have it print an abbreviation here instead of the class code if you feel that makes it easier to distinguish between the classes – abbreviations are added in the Classes section).

Who actually needs to know which horses are in which leveled class?

If you don't have a computer networked to your announcer's booth to enter and view/print your results immediately, your announcer may want to see which horses are in Level 3 versus the Level 2 class.

As the program will place the horses correctly within the class they were entered, it is not necessary that your judge/ring steward(s) know but AQHA does require them to fill out cards for each of the classes so you may need to give them these sheets also.

How many cards do I give the judge for the leveled classes?

AQHA has new judge sheets for the leveled classes. HSW doesn't currently print them through the program like the cards for the regular classes but you can print them off AQHA's website. The sheet has a working area for the judge to list all the horses and then two cards (one for each of the classes) that they fill out based on which horses are in which class.

I entered the Level 3 results with gaps – why didn't the program didn't recognize them?

It can be confusing as the left side of the results grid that you are typing into shows numbers starting at 1 but technically you aren't awarding the place the horse received when you enter rankings. You are just listing the horses in the order that they appeared on the judge's card. The program then takes that order and awards a placing to each horse so if there are gaps, they are ignored. That's why it is important to input the full results from the class even if you get both cards back from the judge(s) already split out.

How do I input the full results for leveled classes?

As the classes are held concurrently, you will be entering information from the master sheet that the judges fill out with all the horses listed in ranked order into the Held With class. The program will automatically figure the results for each class separately.

The horses in the Level 3 class will be given a placing of the actual position on the judge's card while the horses in the leveled class will be given a placing starting at 1st and finishing with as many horses from that class that were placed on the card. The 06 classes have a new flag set to show that it is the Open of a leveled set so that it leaves the gaps that AQHA is expecting.

What's the best way to get the quickest and most accurate results for leveled classes?

If you have the ability to hard wire a computer in the announcer's booth to your entry office computer, you can have someone input the combined results directly and then view/print each class' results for the announcer to read from.

Without networking a computer in the announcer's booth, you'll need to make sure your announcer is knowledgeable about the class sheets to see where they can figure out which horse is in which class. Another person with the announcer to help them split out placings would also be helpful.

Can I still upload the roster and results if I level my classes?

Yes, make sure to run the Association Disk Creation (from the Utilities menu) and have it generate the old format of the files along with the new. Once AQHA has put the new system in place, running the old files won't be necessary.

How do I best set up an NRCHA show with multiple works per class?

To best set up an NRCHA show first enter each class to the show with the correct payout information; under each class, create one Go per work and use the 'Name this go' field (1st Go is named Herd, 2nd Go is named Rein, etc.); make sure to also create a Composite Go (C) which will combine all the scores from previous gos in that class; Go C will be awarded 100% of the purse while the other gos will be awarded 0% of the purse.

All entries are applied to Go 1; to qualify all those entrants into each subsequent Go you can let the program do it automatically (go to Results/Scoring and call up that class and Go…if the horses have not yet been qualified, you will get a message offering to qualify all the horses from Go 1 and run a draw on them) or you can manually qualify all the horses using the Select Qualifier function from the Utilities menu.

How do I get the AQHA VRH All-Around for each division?
Enter the VRH All-Around class for each division you are holding into your showbill putting it anywhere you want (similarly to Grand/Reserve).

110200 – Open VRH All Around

110700 – Open Cowboy VRH All Around

210200 – Amateur VRH All Around

210800 – Amateur Ltd VRH All Around

410200 – Youth VRH All Around

410800 – Youth Ltd VRH All Around

When you pull theses classes up in Results/Scoring, the software will automatically generate the eligible entries and award credits for each of the classes they were entered in. Click into Standings to calculate the placings based on the credits given.

How do I setup and record Grand/Reserve classes?

To hold Grand/Reserve classes, enter each class as a separate one into your showbill.

Each Grand/Reserve class has its own approving association code and is noted as such by checking the 'Is Grand/Reserve' box in the Classes area.

Each class that feeds into those Grand/Reserve classes needs to have the proper class codes in the 'Grand class' and 'Reserve class'.

After all results are entered for the classes that feed into the Grand & Reserve classes, the program automatically enters the horses that qualify (1st place winners in the Grand class and 1st and 2nd place winners to the Reserve class). Then results can be entered (first place for the Grand in the Grand class and first place for the Reserve in the Reserve class).

If your association has only one class which places 1st and 2nd as Grand/Reserve, put the same class code into both the Grand class and Reserve class fields of the feeder classes.

How do I scratch a horse from a class?

There are several ways a horse can be scratched:

- Scratch an individual horse from a class under Entries in either Back Number or Class mode;
- If your class is ranked, upon entering results you'll be asked if any horses need to be scratched. If so, enter all those horses here and they will be updated all at once;
- If your class is scored or timed, go to the scoring area, select the class, and right click on the back number to change its status.

How do I disqualify a horse from a class?

To mark an entry as Disqualified, or any other status your organization uses, go to the scoring area, select the class, and right click on the back number to change its status.

If Disqualified isn't a scoring status option, check Maintain Associations from the Utilities menu and add it in.

Can I disqualify a horse under one judge but not another?

Yes. When you select 'Disqualified' from the status box (after right clicking on that entry), you will be asked if you wish to DQ under all judges. If you answer 'No', you will be asked to DQ for each judge listed in the show. After completing the DQ, a capital 'D' in the Status column signifies a DQ under every judge while a small 'd' shows that it was DQ'd under only some.

I'm getting errors in the program. Things just seem to be getting worse!

If you are getting many errors as you use the program, try running the Database Repair function found on the Utilities menu. A database repair is not needed each time there is an error unless the errors seem to take a 'domino' effect to the system. Before doing a repair, try exiting out of Horse Show for Windows and going back in. If this does not seem to help, run the database repair.

The program gave me an error, kicked me out, and won't let me back in.

If you are locked out of the system because of a database error and you have Microsoft Access 2000 or greater installed on your computer, open the SHOW database from there and you will be prompted to repair it. If you do not own Access, try running the Database Utility Program (ctdbUtil.exe) from the Horse Show for Windows directory outside of the system and choose Compact and Repair. If this still doesn't allow you back into the program, you have a few options: email the database to us at support@funnware.com and we will see if we can repair it (our support

staff needs access to a computer and the internet so timing may or may not allow for this), use a backup of your database and just re-enter any data that might have been lost, or rename the corrupted database and allow the program to generate an empty one to start from scratch.

I have several classes running concurrently and my placings are incorrect.

Verify that your classes are set up correctly. Every class that is run concurrently MUST be 'Held With' the first class listed in the showbill. Once you make your corrections, return to Results/Scoring and reset the standings by clicking the Results button and, without changing any of the results, follow through until you are back to the main Results/Scoring screen (for Ranked classes, step through how many horses are ranked, the scratching horses box, and then click 'Ok'; for Scored and Timed classes, click 'Back to menu'). This will update the results records with clean standings.

After running the Standings and Paybacks, I realized the payback model was incorrect. I fixed the model but when I go back and run Paybacks again, they don't change.

There is a flag set after paybacks are calculated so that you can't accidentally change money that has already been awarded. To reset this flag so you can redo the paybacks, select Results from the Results/Scoring screen while the class is listed and, without changing any of the results, follow through until you are back to the main Results/Scoring screen (for Ranked classes, step through how many horses are ranked, the scratching horses box, and then click 'Ok'; for Scored and Timed classes, click 'Back to menu'). This will update the results records with clean standings and allow you to redo the paybacks.

I see horses listed on the Entries | Class Mode screen but they aren't showing up on the Announcer Sheets or in Results/Scoring.

The Entries screen shows the entry records that are created when adding a horse to a class. The Announcer's Report and Results/Scoring screen show the results records. It is possible (especially in a network environment) for the entry record to be added while the result record wasn't. Use the Reset Results Records function from the Utilities menu to recreate all the results records from the entry records. Any results that were previously input will have to be redone.

When I print results or awards, I don't see each individual judge in the split/combined or double judged show.

A few things can cause this to happen. If you added your subsidiary shows after entries were done to the dummy master show, results records wouldn't have been created for them. Using the Reset Results Records function from the Utilities menu will create those results records. Then go back into Results/Scoring and re-enter the results.

If judges were changed or not in your subsidiary shows, results may not have been mapped correctly to the subsidiaries. To see if the placings were correctly mapped out, go to Results/Scoring and call up a class…click the Standings button…in the top left of the screen, you should see a 'Select show:' box with the master and all subsidiary shows…click on each of the subsidiaries to see if there are placings or if those classes show as NP (not placed). If you see NP's in all the subsidiary shows, you will need to reset the judges for the show (see FAQ above). Once you have fixed the judges, return to Results/Scoring and reset the standings by clicking the Results button and, without changing any of the results, follow through until you are back to the main Results/Scoring screen (for Ranked classes, step through how many horses are ranked, the scratching horses box, and then click 'Ok'; for Scored and Timed classes, click 'Back to menu'). This will update the results records with clean standings.

I've changed the Points Model for a class but when I run the Circuit/Hi Points Awards the changes didn't take effect.

Points are calculated when results are entered for a class not when a points model is attached or changed. Run the Recalculate Points function from the Utilities Menu. It will recalculate all points based on the new information individually by class or for the entire show.

I am running multiple classes concurrently that require paybacks. Can I run all the paybacks at once?

Yes. After you have input all the results for the main class, hit the F6 key to pop up the Extra Features menu. Select Results by Class and you will be moved to the restriction screen to print results. Checking the 'Recalculate paybacks before print' box will run the payback function for each class in your input range (From and To classes). Worksheets for the payback are not printed at this time but you can print a range of projected payback worksheets using the Projected Payback from the F6 menu.

I added an entry to a class with multiple gos but the horse isn't showing up in any of the gos except the first. How do I get that horse into each of the other gos?

If you add a horse to a class after the horses have already been qualified into subsequent gos, you will need to use the Select Qualifier function from the Utilities menu to qualify that horse into the rest of the gos.

How can I verify that all the results have been entered?

From the Extras menu (hit the F6 key), select Class Entry Status to view all the classes. A check box noting if results have been done can be viewed for all classes in the working show.

How do I find a horse or a person if all I have is their association number?

Both horses and people can be looked up by association number by first typing the @ sign and then the association number in any horse or person lookup field. No need for the approving association, if there is more than one person or horse with the same number, you will be provided with a box to choose the correct horse/person.

I don't see any results for one of my judges – I see them on the Results screen but they aren't showing up on the reports or in the Circuit Awards. Where'd they go and how do I get them back?

The software uses the judge information to push results from the master show into each subsidiary. If the judge isn't present in a subsidiary, the program doesn't know to push the results. Since the results are already in the master show, you'll need to put the judge into the subsidiary and then reconnect the results to that subsidiary by going back into Results/Scoring and stepping through the results process.

How do I break a tie in a scored class so the money awarded isn't split evenly?

You'll need to score a run-off between the horses who are tied. In Results/Scoring, call up the class and change the Run Off box from 0 to 1 to enter scores for the first run off. You'll be asked which tie(s) you want to break. The horses that are tied for up to those placings will be listed. Enter results for each horse in the run off – if a coin was tossed to decide a winner, just input a higher score for the horse that won the toss. When you go back to Run Off 0, the original scores are still in tack but the placings will be adjusted with the new tie-breaker.

Can I put charges for the same horse under more than one responsible party?

Not automatically. There is technically only one person responsible for all the charges that will be assigned to a back number. You can remove charges from one person and add charges to a

different person manually. Use Maintain Charges from the Financial menu to add charges to a person that isn't connected to a horse for that show.

How do I add charges to a person that isn't connected to a horse as a Responsible Party in the show?

From the Main menu, choose Financial and Maintain Charges. You can find any person and add charges to them for the working show. If the person isn't connected to a horse as a responsible party already, you'll see a message telling you that so you don't accidently add charges to someone who you don't want to have them. You can then add whatever charges you wish.

Support says to send them my database to look it over for a problem I'm having. How do I do that?

The database is a file called show.mdb and can be emailed to support at support@funnware.com along with information on the problem you are having so we can look it over and come up with solution. You can attach the file directly if it is small enough (different email managers have different size requirements and won't send attachments that are too big) or compress it using WinZip or other compression software and then sending the compressed file. The show.mdb file usually resides in your HrsWin folder. Depending on how your file manager is set up, the database may or may not show the .mdb extension.

Tips

Check boxes- these boxes can be checked or unchecked by entering to the field and clicking on them with the mouse or pressing the space bar.

Radio buttons- these can be toggled between by using the arrow keys on the keyboard or by using the mouse and clicking on them.

Lookup boxes- any fields with an ellipse button or a down arrow key beside the field is a lookup box. To delete information out of these have the field highlighted, then hit the backspace button (not delete).

Pressing the **'Shift' and 'Tab' key simultaneously** takes you back to a previous field without using the mouse.

Horse or People registration or license numbers can be used in the Find mode in horse or people information by entering the @ sign before the number in the name fields.

F2 is an edit key that can be used when you are in a horse or person name field. Pressing this key will take you to the Horse or People Information screen to add or change any information on the horse/person you are working with. This saves time on data entry, so you don't have to exit out of one area to go to another.

F6 is a 'hot key'. F6 can be used anywhere in the system to pull up a separate menu for many functions that are used regularly

The **Escape** key is used to exit different areas of a screen or to exit a screen all together.

As with any of our products, you may contact us with suggestions, questions and comments.

Thank you for your support.

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